



GLAMIS Online User Manual

Document control

Change control table:

Version	Description	Release date	Reason for change
3.0	Original	16/05/12	Initial Version

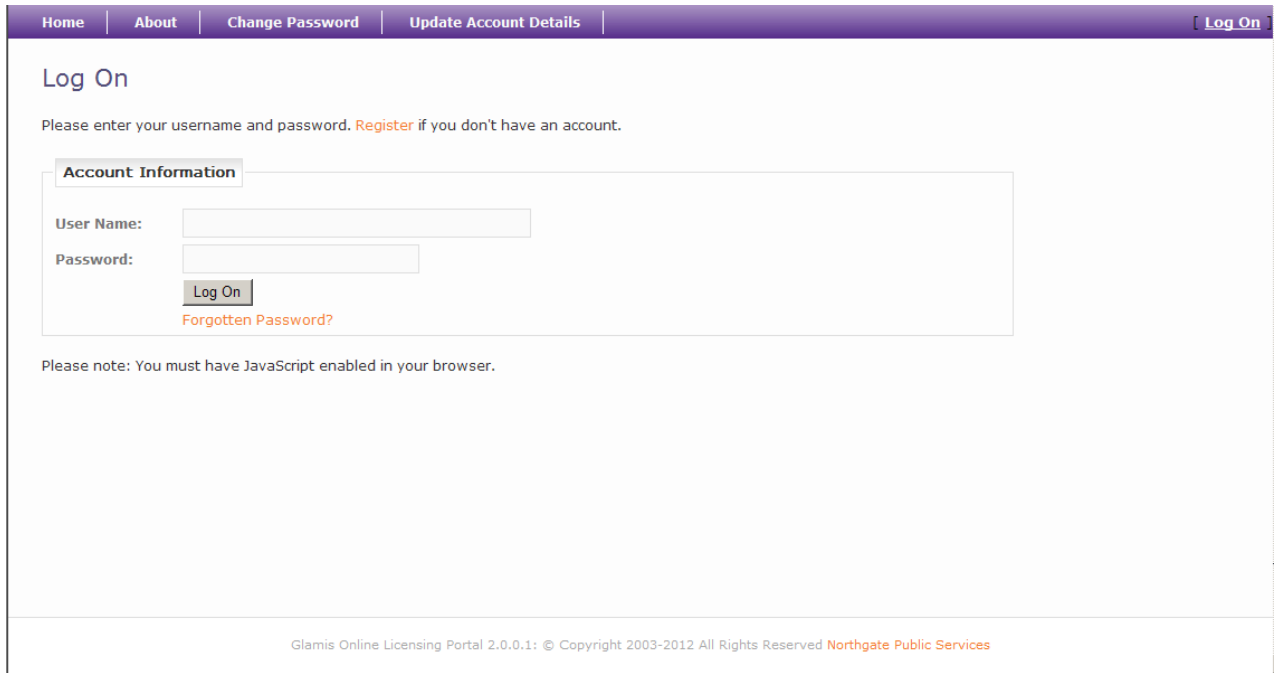
Table of Contents

TABLE OF CONTENTS	3
1 USING THE GLAMIS ONLINE WEBSITE	4
UNREGISTERED USERS	4
REGISTERED USERS - LOGGING IN	8
FORGOTTEN PASSWORD	9
CHANGING YOUR DETAILS	11
2 ENTERING LIQUOR LICENCE APPLICATIONS	13
ENTERING A PERSONAL LICENCE APPLICATION	13
ENTERING A PREMISES LICENCE APPLICATION (NEW)	18
ENTERING A PREMISES LICENCE APPLICATION (TRANSFER)	31
ENTERING A PREMISES LICENCE APPLICATION (VARIATION)	35
ENTERING A PREMISES LICENCE APPLICATION (ANNUAL FEE)	37
ENTERING A PREMISES LICENCE APPLICATION (OCCASIONAL)	39
3 ENTERING GAMBLING LICENCE APPLICATIONS	41
ENTERING AN APPLICATION FOR A LICENSED PREMISES GAMING MACHINE OR NOTIFICATION OF GAMING MACHINE	41
ENTERING AN APPLICATION FOR OTHER GAMBLING LICENCE TYPES	43
4 ENTERING TAXI LICENCE APPLICATIONS	51
ENTERING AN APPLICATION FOR A NEW TAXI/PRIVATE HIRE OPERATORS LICENCE	51
ENTERING AN APPLICATION FOR A RENEWAL TAXI/PRIVATE HIRE OPERATORS LICENCE	58
ENTERING AN APPLICATION FOR A TAXI/PRIVATE HIRE DRIVERS LICENCE	60
ENTERING AN APPLICATION FOR A RENEWAL TAXI/PRIVATE HIRE DRIVERS LICENCE	66
ENTERING A SUBSTITUTION APPLICATION FOR A TAXI/PRIVATE HIRE OPERATORS LICENCE	68
5 ENTERING MISCELLANEOUS LICENCE APPLICATIONS	72
ENTERING AN APPLICATION FOR A LICENCE WHICH REQUIRES THE ADDITION OF A PREMISES	72
ENTERING AN APPLICATION FOR A LICENCE WHICH REQUIRES THE ADDITION OF A VEHICLE	76
ENTERING AN APPLICATION FOR A LICENCE WHICH REQUIRES THE SUBMISSION OF DOCUMENTS	80
6 GLAMIS ONLINE - SUBMITTING APPLICATIONS	85
7 GLAMIS ONLINE - QUICK REFERENCE SHEET	88

1 Using the GLAMIS Online Website

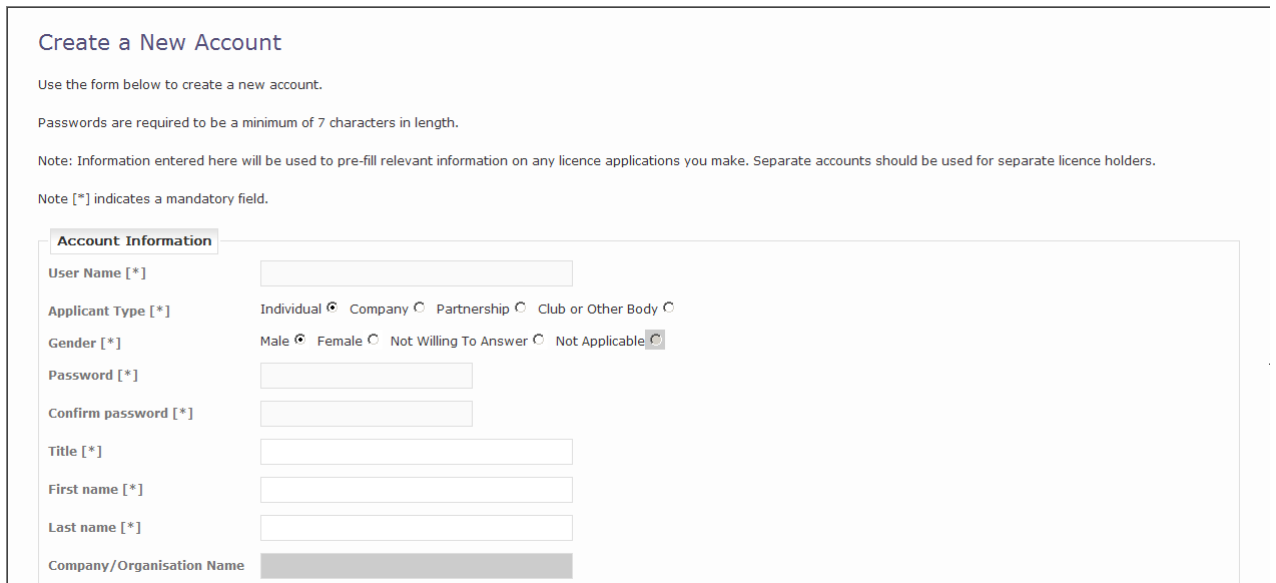
Unregistered Users

- Browse to GLAMIS Online Website:

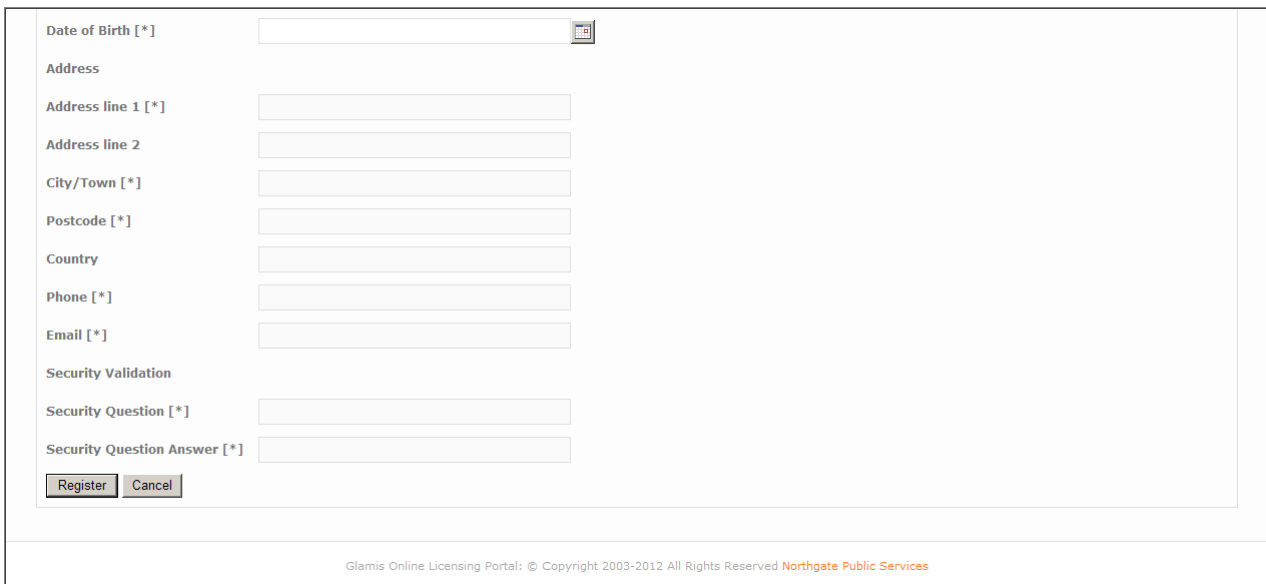


The screenshot shows the 'Log On' page of the GLAMIS Online Licensing Portal. At the top, there is a navigation bar with links: Home, About, Change Password, Update Account Details, and a [Log On] button. The main heading is 'Log On'. Below it, a message says: 'Please enter your username and password. [Register](#) if you don't have an account.' There is a form titled 'Account Information' with fields for 'User Name:' and 'Password:'. Below the password field is a 'Log On' button and a link for 'Forgotten Password?'. A note states: 'Please note: You must have JavaScript enabled in your browser.' At the bottom, the footer reads: 'Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services'.

- Click on 'Register' to create a user account for GLAMIS Online. A new page will be presented:



The screenshot shows the 'Create a New Account' page. The heading is 'Create a New Account'. Below it, instructions state: 'Use the form below to create a new account.' and 'Passwords are required to be a minimum of 7 characters in length.' A note says: 'Note: Information entered here will be used to pre-fill relevant information on any licence applications you make. Separate accounts should be used for separate licence holders.' Another note says: 'Note [*] indicates a mandatory field.' The form is titled 'Account Information' and includes the following fields: 'User Name [*]' (text input), 'Applicant Type [*]' (radio buttons for Individual, Company, Partnership, Club or Other Body), 'Gender [*]' (radio buttons for Male, Female, Not Willing To Answer, Not Applicable), 'Password [*]' (text input), 'Confirm password [*]' (text input), 'Title [*]' (text input), 'First name [*]' (text input), 'Last name [*]' (text input), and 'Company/Organisation Name' (text input).

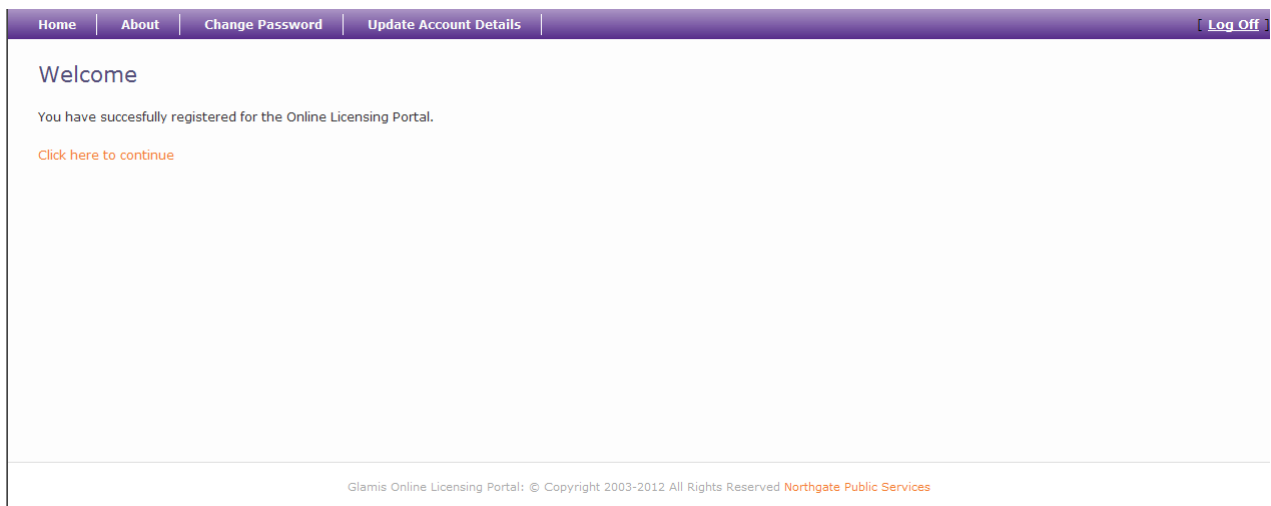


- Complete the form with the relevant details. All fields marked with an asterisk [*] are mandatory:
- ‘User Name’ - Enter a user name here
 - ‘Applicant Type’ - click on the appropriate radio button to state what kind of applicant you are:
 - “Individual”
 - “Company”
 - “Partnership”
 - “Club or Other Body”
 - ‘Gender’ - if the user has selected an ‘Applicant Type’ of “Individual” then they should select one of the following radio buttons:
 - “Male”
 - “Female”
 - “Not Willing To Answer”

Note, where the ‘Applicant Type’ is anything else bar “Individual”, this field will default to having the “Not Applicable” radio button checked.
 - ‘Password’ - should be 7 or more characters.
 - ‘Confirm password’
 - ‘Title’ - This field is mandatory where the ‘Applicant Type’ is “Individual”, but will be greyed out where there ‘Applicant Type’ is any of the other options.
 - ‘First Name’ - This field is mandatory where the ‘Applicant Type’ is “Individual”, but will be greyed out where there ‘Applicant Type’ is any of the other options.
 - ‘Last Name’ - This field is mandatory where the ‘Applicant Type’ is “Individual”, but will be greyed out where there ‘Applicant Type’ is any of the other options.

- ‘Company/Organisation Name’ - This field is mandatory where the ‘Applicant Type’ is “Company”, “Partnership” or “Club or Other Body”, but will be greyed out where the ‘Applicant Type’ selected is “Individual”.
- ‘Date of Birth’ - This field is mandatory where the ‘Applicant Type’ is “Individual”, but will be greyed out where there ‘Applicant Type’ is any of the other options.
- ‘Address line 1’ - This field is mandatory.
- ‘Address line 2’
- ‘City/Town’ - This field is mandatory.
- ‘Postcode’ - This field is mandatory.
- ‘Country’
- ‘Phone’ - A contact phone number must be provided.
- ‘Email’ - A valid email address must be provided.
- ‘Security Question’ & ‘Security Question Answer’ - these fields are mandatory and the user should enter something that is personal that they can remember with ease, i.e. Mother’s Maiden Name, Favourite Animal.

- Once all the relevant details have been entered, click on [Register](#) to complete registration process. The system will validate that the required fields have been completed. If any errors have been made, these will be displayed. Otherwise, the user will be taken into the GLAMIS Online Homepage.



[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [Log Off](#)

[Click here to apply for a new licence](#)

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
You have no existing licences due for renewal						

Saved Applications

Licence Type	Last Updated	Fee Paid	Actions
You have no saved applications			

Submitted Applications

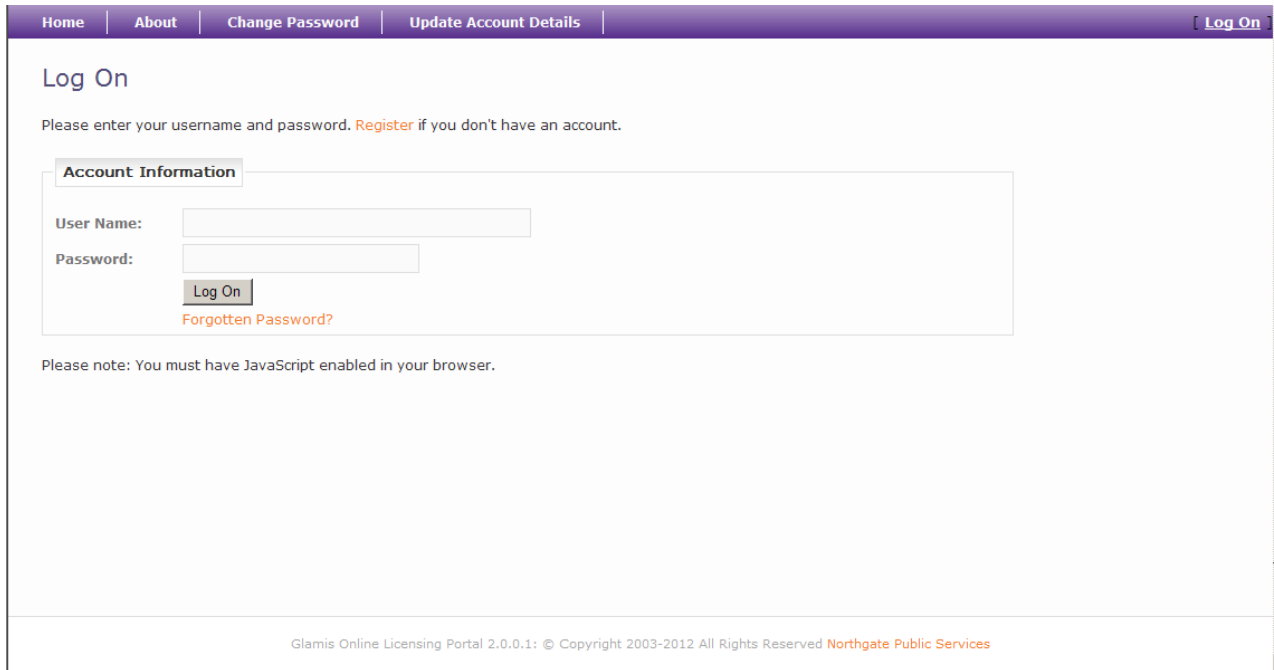
Reference	Licence Type	Submitted	Actions
You have no submitted applications			

[Return to top](#)

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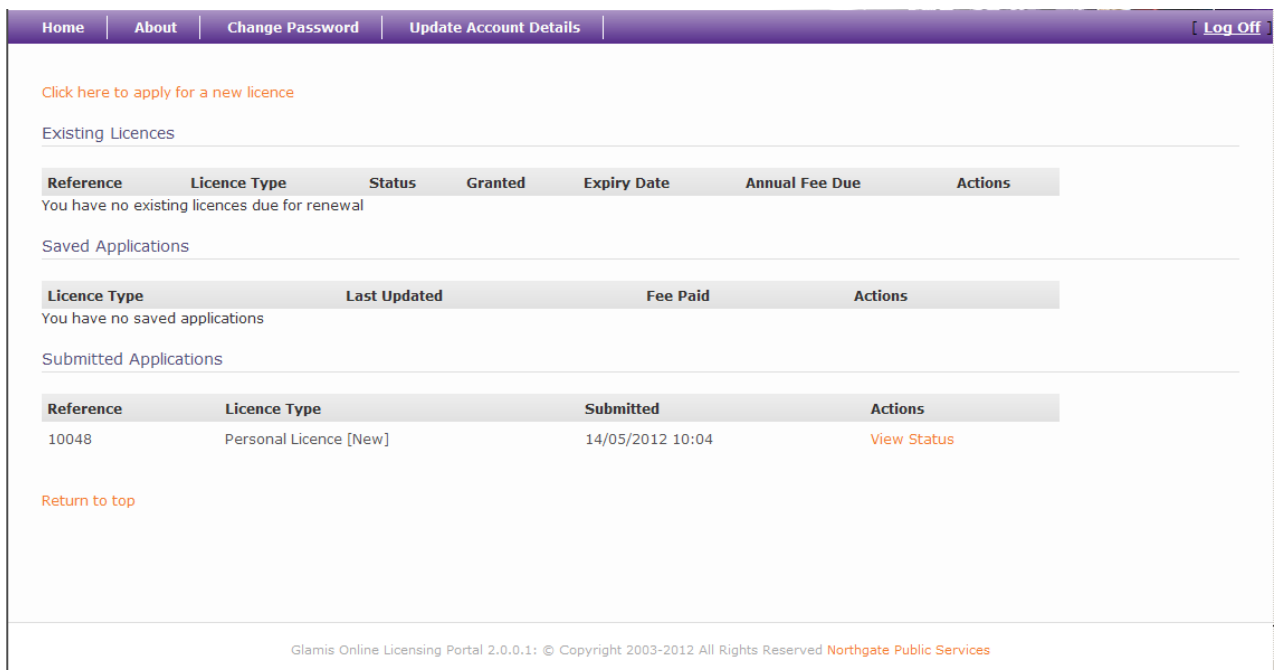
Registered Users - Logging In

- Browse to GLAMIS Online Website:



The screenshot shows the 'Log On' page of the GLAMIS Online Licensing Portal. The page has a purple header with navigation links: Home, About, Change Password, Update Account Details, and a Log On button. Below the header, the 'Log On' section prompts the user to enter their username and password, with a link to 'Register' if they don't have an account. There is a 'Log On' button and a 'Forgotten Password?' link. A note states: 'Please note: You must have JavaScript enabled in your browser.' The footer contains the text: 'Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services'.

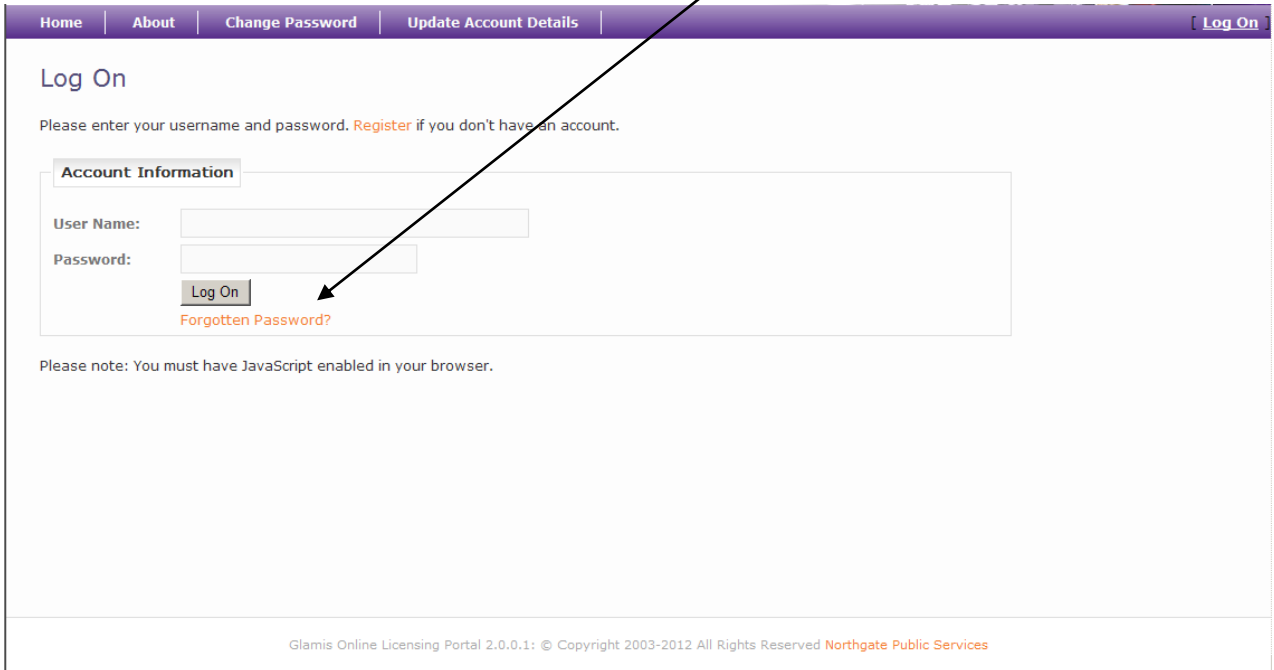
- Enter the 'User Name' and 'Password' that you stated in the initial registration form
- Click on **Log On**. You will now be taken into the GLAMIS Online Homepage



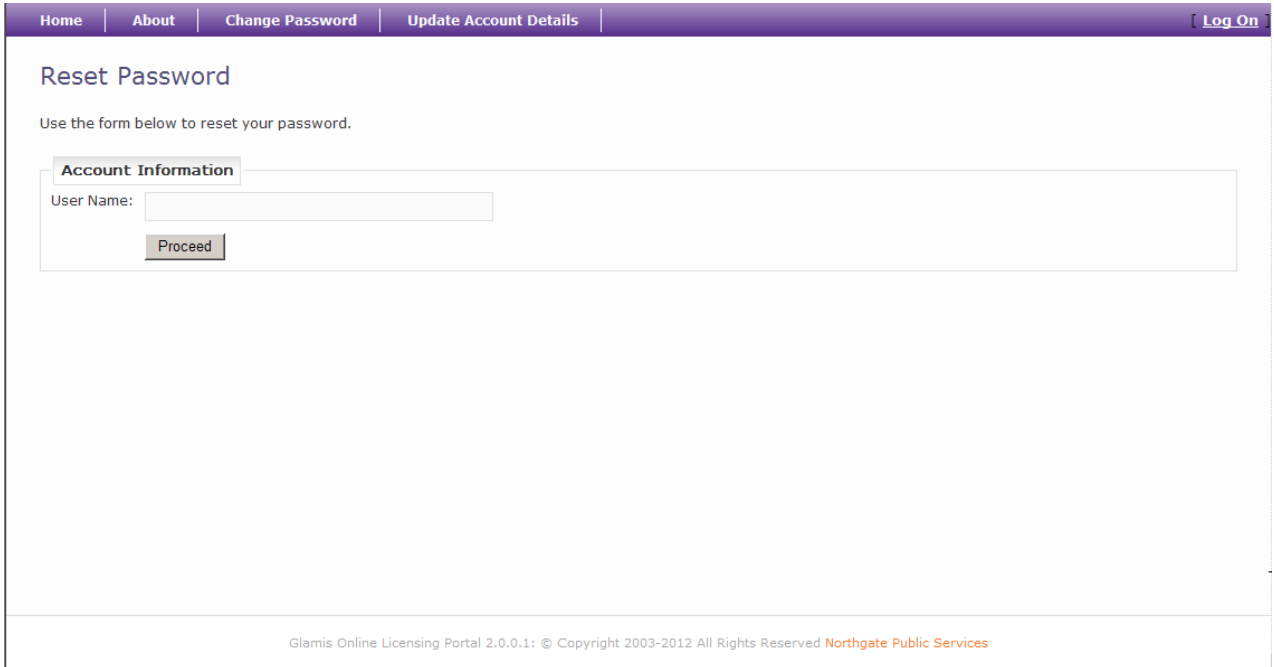
The screenshot shows the GLAMIS Online Homepage after a successful login. The page has a purple header with navigation links: Home, About, Change Password, Update Account Details, and a Log Off button. Below the header, there is a link to 'Click here to apply for a new licence'. The page is divided into three sections: 'Existing Licences', 'Saved Applications', and 'Submitted Applications'. Each section has a table with columns for Reference, Licence Type, Status, Granted, Expiry Date, Annual Fee Due, and Actions. The 'Submitted Applications' table shows one application with Reference 10048, Licence Type Personal Licence [New], Submitted on 14/05/2012 10:04, and a 'View Status' link. A 'Return to top' link is at the bottom. The footer contains the text: 'Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services'.

Forgotten Password

- If you have forgotten your password, then click on the 'Forgotten Password' link on the Logon screen:



The screenshot shows the 'Log On' page of the Glamis Online Licensing Portal. The page has a purple header with navigation links: Home, About, Change Password, Update Account Details, and a Log On button. Below the header, the title 'Log On' is displayed. A message states: 'Please enter your username and password. Register if you don't have an account.' The main form area is titled 'Account Information' and contains two input fields: 'User Name:' and 'Password:'. Below these fields are a 'Log On' button and a 'Forgotten Password?' link. An arrow points from the 'Forgotten Password?' link to the 'Forgotten Password' section header in the text above. At the bottom of the page, a note says: 'Please note: You must have JavaScript enabled in your browser.' The footer contains the text: 'Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services'.



The screenshot shows the 'Reset Password' page of the Glamis Online Licensing Portal. The page has a purple header with navigation links: Home, About, Change Password, Update Account Details, and a Log On button. Below the header, the title 'Reset Password' is displayed. A message states: 'Use the form below to reset your password.' The main form area is titled 'Account Information' and contains one input field: 'User Name:'. Below this field is a 'Proceed' button. The footer contains the text: 'Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services'.

- Enter your 'User Name'.
- Click **Proceed**. You will be taken to a screen which will ask you to validate your details (using you previously entered security question and date of birth) and enter a new password

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [\[Log On \]](#)

Reset Password

Use the form below to reset your password.

New passwords are required to be a minimum of 7 characters in length.

Account Information

Security Question:

Answer:

Date Of Birth: 

New Password:

Confirm New Password:

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- Enter the relevant details then click . Your password will now be changed and you can log onto the GLAMIS Online website as normal

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [\[Log On \]](#)

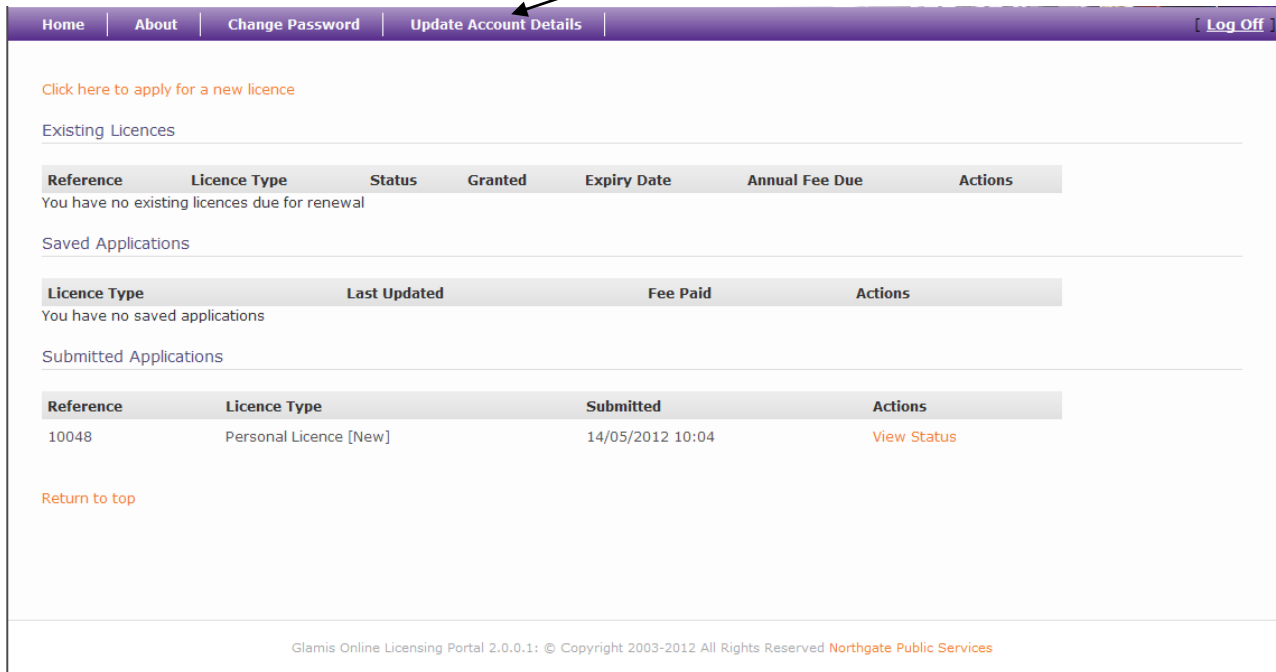
Reset Password

Your password was successfully reset.

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Changing Your Details

- Once you are logged onto GLAMIS Online you are able to amend the details attached to your user name. To do this select 'Update Account Details' option from the top of the screen:



Home | About | Change Password | **Update Account Details** | [Log Off]

[Click here to apply for a new licence](#)

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
You have no existing licences due for renewal						

Saved Applications

Licence Type	Last Updated	Fee Paid	Actions
You have no saved applications			

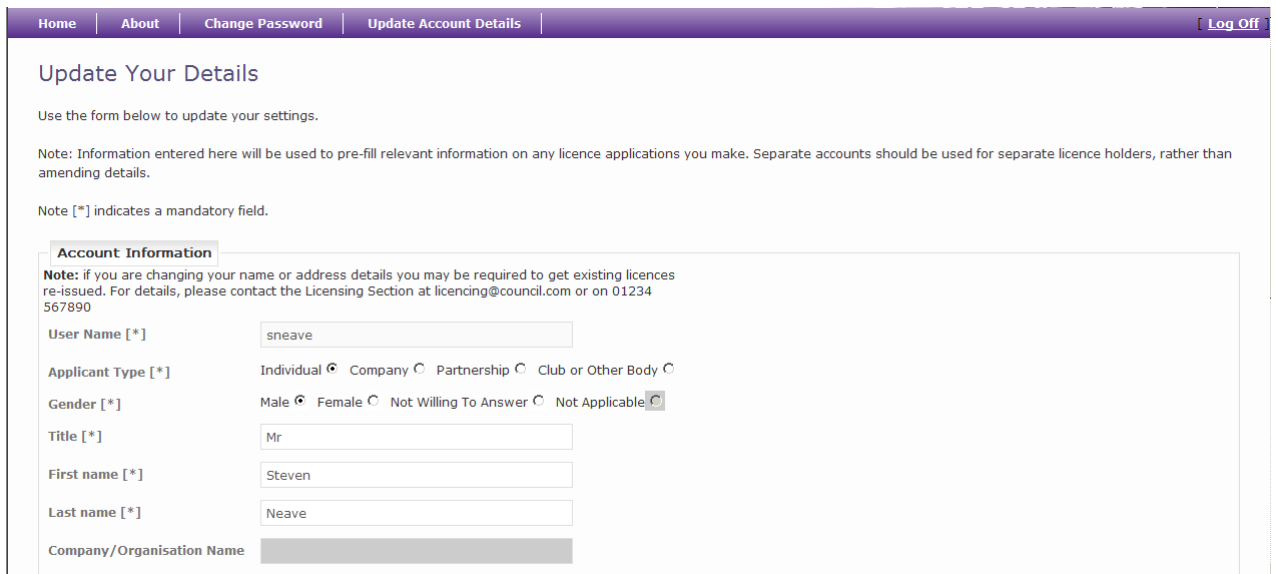
Submitted Applications

Reference	Licence Type	Submitted	Actions
10048	Personal Licence [New]	14/05/2012 10:04	View Status

[Return to top](#)

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- You will now be presented with the account information which is attached to your user name



Home | About | Change Password | **Update Account Details** | [Log Off]

Update Your Details

Use the form below to update your settings.

Note: Information entered here will be used to pre-fill relevant information on any licence applications you make. Separate accounts should be used for separate licence holders, rather than amending details.

Note [*] indicates a mandatory field.

Account Information

Note: if you are changing your name or address details you may be required to get existing licences re-issued. For details, please contact the Licensing Section at licencing@council.com or on 01234 567890

User Name [*]

Applicant Type [*] ☒ Individual ☐ Company ☐ Partnership ☐ Club or Other Body ☐

Gender [*] ☒ Male ☐ Female ☐ Not Willing To Answer ☐ Not Applicable ☒

Title [*]

First name [*]

Last name [*]

Company/Organisation Name

Date of Birth [*]

06/04/1976

Address

Address line 1 [*]

1 Test Street

Address line 2

City/Town [*]

Test Town

Postcode [*]

TS12 3ST

Country

Phone [*]

0141 242 7187

Email [*]

sneave@123.com

Security Validation

Security Question [*]

Mother's Maiden Name

Security Question Answer [*]

Burnett

☐ Please select this checkbox to confirm that you have read and understood the above message.

UpdateCancel

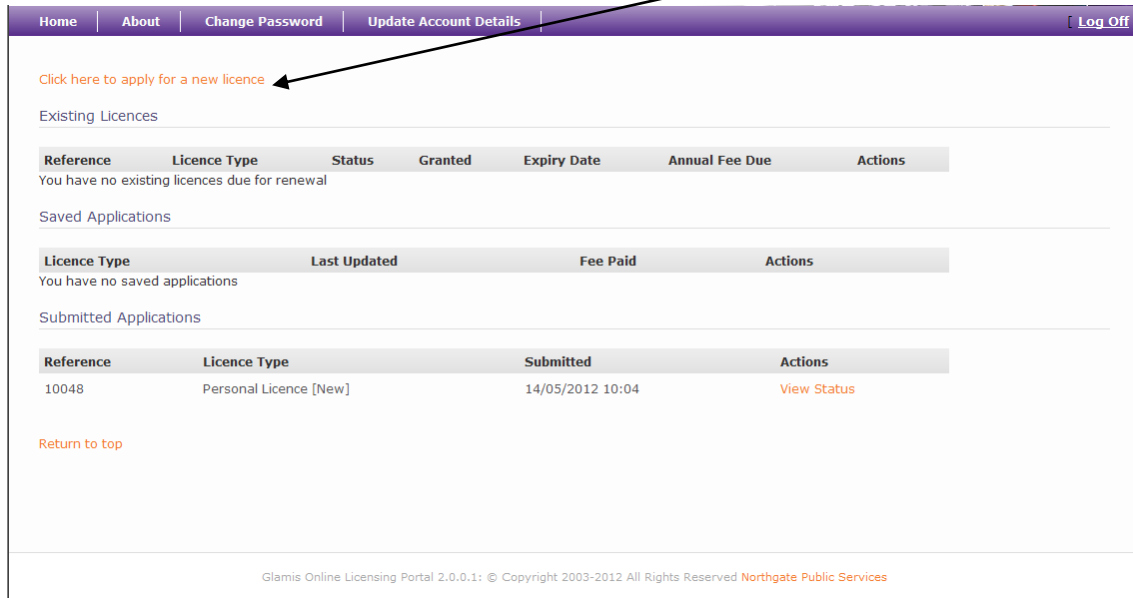
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- To amend any of this information, simply complete the relevant field and click on **Update**. Note, you will be required to tick the checkbox first to indicate you have read the message at the top of the screen.
- Your changes will now be saved

2 Entering Liquor Licence Applications

Entering a Personal Licence Application

- On the GLAMIS Online Homepage, select 'Click here to apply for a new licence'



Home | About | Change Password | Update Account Details | [Log Off]

[Click here to apply for a new licence](#)

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
You have no existing licences due for renewal						

Saved Applications

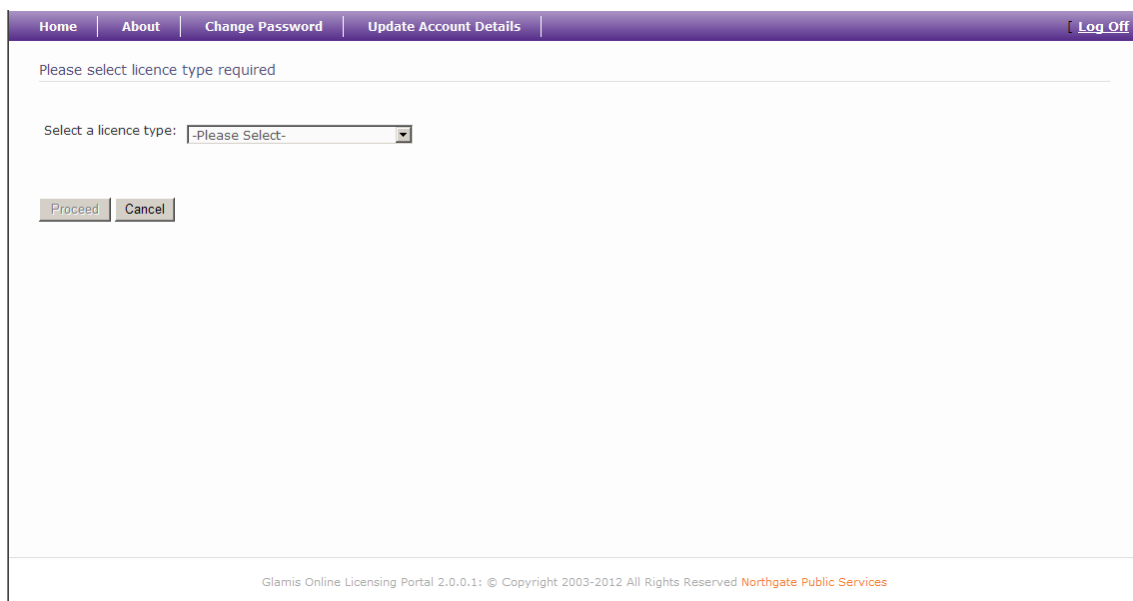
Licence Type	Last Updated	Fee Paid	Actions
You have no saved applications			

Submitted Applications

Reference	Licence Type	Submitted	Actions
10048	Personal Licence [New]	14/05/2012 10:04	View Status

[Return to top](#)

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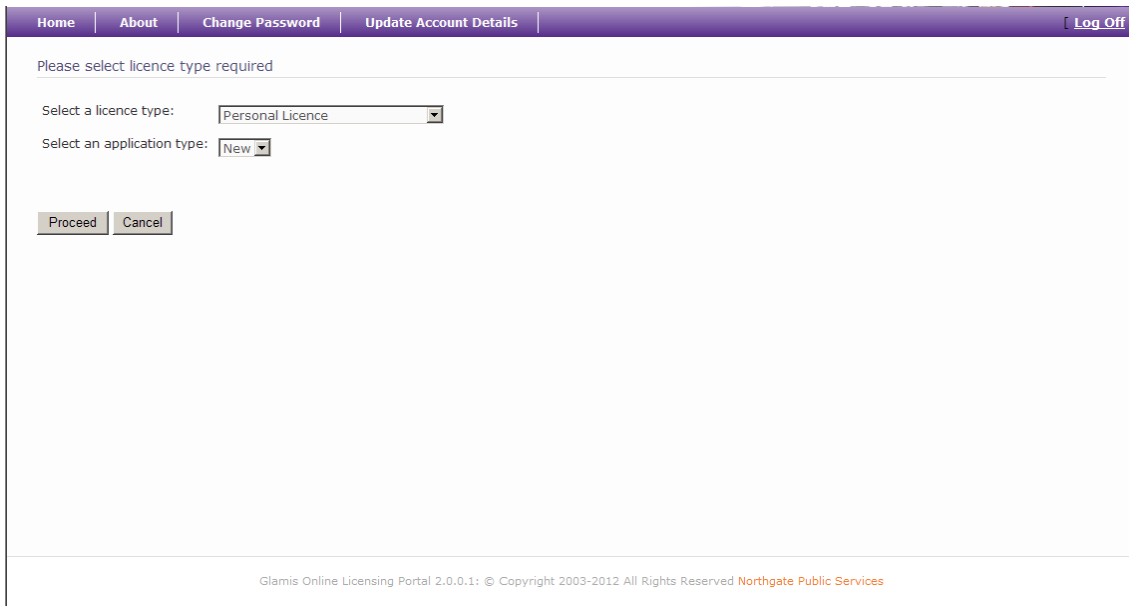
Home | About | Change Password | Update Account Details | [Log Off]

Please select licence type required

Select a licence type:

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- Select the Licence type from the drop down list. In this example, it will be "Personal Licence"



Home | About | Change Password | Update Account Details | [Log Off]

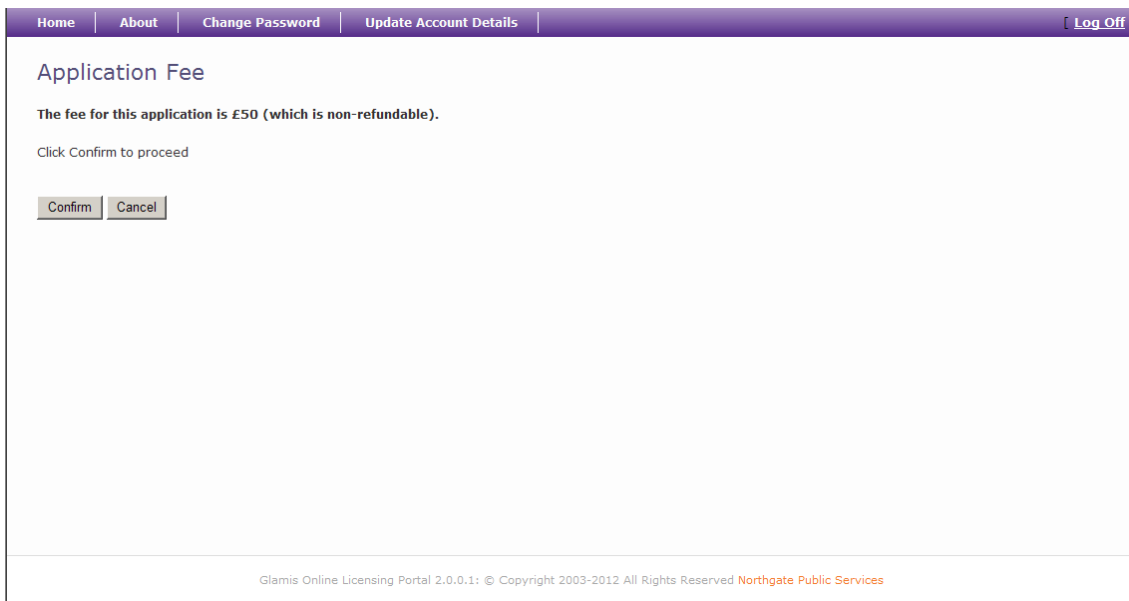
Please select licence type required

Select a licence type:

Select an application type:

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- Select the application type from the drop down menu. In this example, it will be “New”.
- Click on . If there is an application fee attached to this type of licence, the fee for this will be displayed.



Home | About | Change Password | Update Account Details | [Log Off]

Application Fee

The fee for this application is £50 (which is non-refundable).

Click Confirm to proceed

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- Click on . The application form will now be shown. Note that the exact layout of the application form’s questions may vary from the example shown, dependant on your Local Authority area

Home | About | Change Password | Update Account Details | [\[Log Off \]](#)

Application Type: Personal Licence [New]

Note [*] indicates a mandatory field.

Application

Type of Applicant

Personal Licence [*] [Edit](#)

[Save & Quit](#) [Exit](#) [Submit Application](#)

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➤ To amend the blank application form click on 'Edit'

Home | About | Change Password | Update Account Details | [\[Log Off \]](#)

Application Type: Personal Licence [New]

Note [*] indicates a mandatory field.

Personal Licence

Applicant Details Neave (Licence Holder) [View](#)

Do you hold an accredited qualification? [*] Yes ☐ No ☐

Do you currently hold a personal licence? Yes ☐ No ☐
If answering Yes please provide details below.
(Please note you may only hold one personal licence at a time) [*]

Outstanding Applications

Do you currently have any outstanding applications for a personal licence, with this or any other Licensing Board? Yes ☐ No ☐
If answering Yes please provide details below. [*]

Forfeited Licences

Has any personal licence held by you been forfeited in the last 5 years? Yes ☐ No ☐
If answering Yes please provide details below. [*]

Licensing Board

Licence Number

Date of Issue 

Date of Expiry 

Further details of forfeit.

[Save](#) [Cancel](#)

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- To amend the 'Applicant Details' click on 'View':

Neave (Licence Holder) [View](#)

Applicant Details

Home | About | Change Password | Update Account Details | [Log Off](#)

Application Type: Personal Licence [New]

Note [*] indicates a mandatory field.

Person

Role	Licence Holder
Title	Mr
Surname	Neave
Forenames	Steven
Number/Street	1 Test Street
Address 2	
Town	Test Town
Postcode	TS12 3ST
Date of Birth [*]	6/4/1976 
Place of Birth [*]	

Gender Male

National Insurance Number [*]

Contacts

Telephone - Daytime [*]	0141 242 7187
Telephone - Evening [*]	
Telephone - Mobile	

Fax Number

Email Address [*] sneave@123.com

Correspondence

Number/Street	
Address 2	
Town	
Postcode	

[Save](#) [Cancel](#)

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- The form will be pre-populated with the details from your user account. Make the relevant amendments (all field marked with [*] are mandatory) and click on [Save](#). You will now be returned to the personal licence form.
- You are now required to answer some questions relating to your application, e.g.

Personal Licence

Applicant Details

Neave (Licence Holder) [View](#)

Do you hold an accredited qualification? [*]

Yes ☐ No ☐

Do you currently hold a personal licence?

If answering Yes please provide details below.

(Please note you may only hold one personal licence at a time) [*]

Outstanding Applications

Do you currently have any outstanding applications for a personal licence, with this or any other Licensing Board?

Yes ☐ No ☐

If answering Yes please provide details below. [*]

Forfeited Licences

Has any personal licence held by you been forfeited in the last 5 years? Yes ☐ No ☐

If answering Yes please provide details below. [*]

Licensing Board

Licence Number

Date of Issue

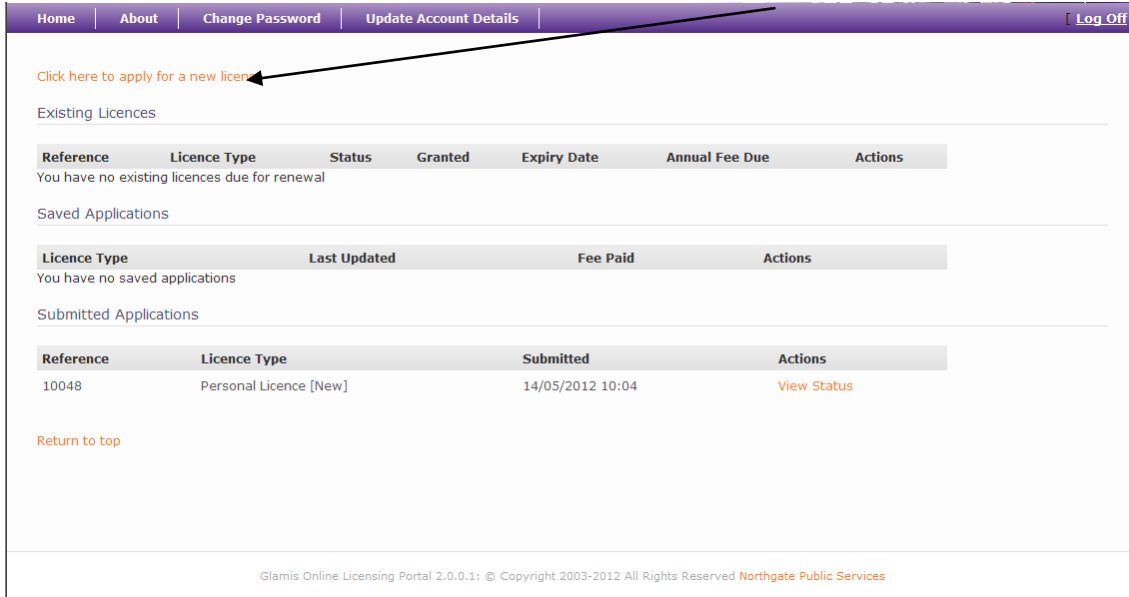
Date of Expiry

Further details of forfeit.

- Once you have answered the questions (note, all questions marked [*] are mandatory) then click on [Save](#) to return to the main application form.
- You are now ready to submit the application. Please turn to [section 6](#) for instructions as to how to do that.

Entering a Premises Licence Application (New)

- On the GLAMIS Online Homepage, select 'Click here to apply for a new licence'



Home | About | Change Password | Update Account Details | [Log Off](#)

[Click here to apply for a new licence](#)

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
You have no existing licences due for renewal						

Saved Applications

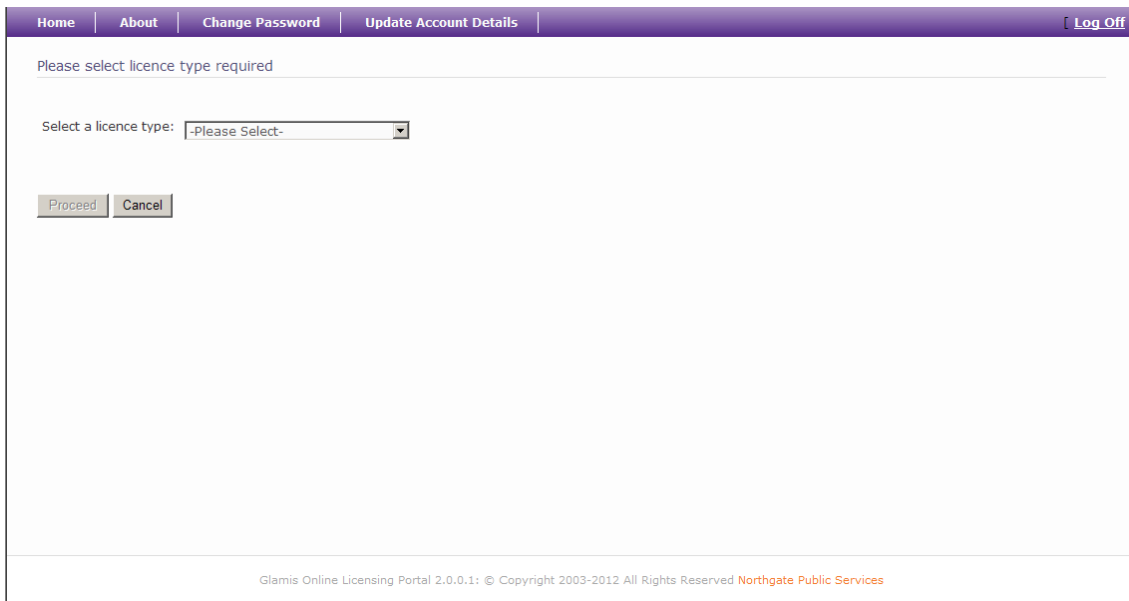
Licence Type	Last Updated	Fee Paid	Actions
You have no saved applications			

Submitted Applications

Reference	Licence Type	Submitted	Actions
10048	Personal Licence [New]	14/05/2012 10:04	View Status

[Return to top](#)

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Home | About | Change Password | Update Account Details | [Log Off](#)

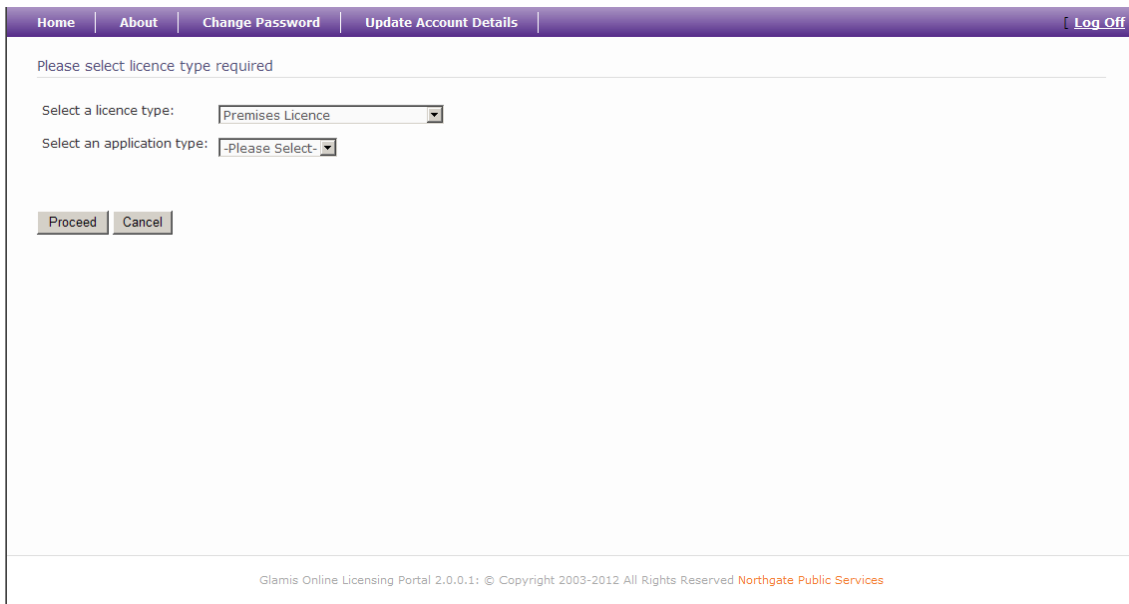
Please select licence type required

Select a licence type:

[Proceed](#) [Cancel](#)

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- Select the Licence type from the drop down list. In this example, it will be "Premises Licence"



Home | About | Change Password | Update Account Details | [Log Off](#)

Please select licence type required

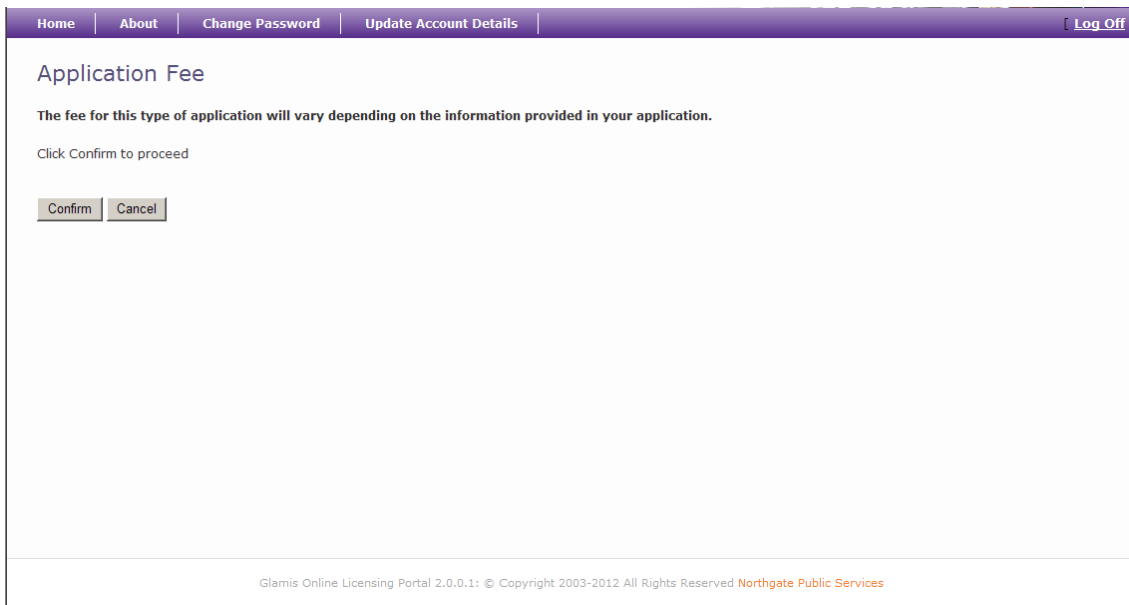
Select a licence type: Premises Licence

Select an application type: Please Select

[Proceed](#) [Cancel](#)

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- Select the application type from the drop down menu. In this example, it will be “New”.
- Click on [Proceed](#). If there is an application fee attached to this type of licence, the fee for this will be displayed.



Home | About | Change Password | Update Account Details | [Log Off](#)

Application Fee

The fee for this type of application will vary depending on the information provided in your application.

Click Confirm to proceed

[Confirm](#) [Cancel](#)

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- Click on [Confirm](#). The application form will now be shown. Note that the exact layout of the application form questions may vary from the example shown, dependant on your Local Authority area.

Home | About | Change Password | Update Account Details | [Log Off](#)

Application Type: Premises Licence [New]

Note [*] indicates a mandatory field.

Application

Type of Applicant

Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act in respect of the premises licence? [*] Yes ☐ No ☐

If YES, please provide full details.

Has the applicant or any connected person ever been convicted of a relevant or foreign offence? Yes ☐ No ☐

If Yes, please remember to provide full details in the Person details form. [*]

Premises Details [*] [Edit](#)

[Save & Quit](#) [Exit](#) [Submit Application](#)

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- To amend the blank application form click on 'Edit' next to 'Premises Details'

Home | About | Change Password | Update Account Details | [Log Off](#)

Application Type: Premises Licence [New]

Note [*] indicates a mandatory field.

Premises

Operating Plan

Operating Plan Details [*] [Add](#)

Person(s)

Particulars of applicant, premises manager, partners, directors and other connected persons Neave (Licence Holder) [Edit](#)
[Add](#)

Premises Details

Name [*]

Number/Street [*]

Address 2

Town

Postcode [*]

Description of the premises [*]



Contact

Premises Telephone [*]

Premises Fax

Premises Email

Premises Category Details

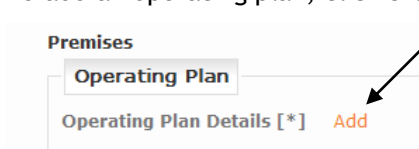
Rateable Value
Click [here](#) to check your rateable value (Opens in new tab) [*]

Category:

Premises Category 1 (B&Bs, Visitor Centres, Members Clubs etc)
Premises Category 2 (Rateable Value from £1 to £11500)
Premises Category 3 (Rateable Value from £11501 to £35000)
Premises Category 4 (Rateable Value from £35001 to £70000)
Premises Category 5 (Rateable Value from £70001 to £140000)
Premises Category 6 (Rateable Value above £140001)

TO BE COMPLETED BY REGISTERED CLUBS ONLY
Do the club's constitution and rules conform
the the requirements of regulation 2 of the
Licensing (Clubs) (Scotland) Regulations 2007? [*] Yes ☐ No ☐ N/A ☐

- Once opened, you will be presented with the full application form for a new premises licence. Note, the fields displayed will vary dependant on how the local authority has configured the system. However, all fields marked with [*] are mandatory.
- To add an operating plan, click the 'Add' link beside the 'Operating Plan Details' field.



Premises

Operating Plan

Operating Plan Details [*] [Add](#)

Once the operating plan record has been opened, all the appropriate fields should be completed. All fields marked with [*] are mandatory and must be completed:

Home	About	Change Password	Update Account Details	[Log Off]
------	-------	-----------------	------------------------	-------------

Application Type: Premises Licence [New]

Note [*] indicates a mandatory field.

Operating Plan

Statement Regarding Alcohol Being Sold ON/OFF Premises or BOTH

Sale of Alcohol

Statement of Core Times When Alcohol Will be Sold For Consumption ON PREMISES

Monday On Sales Opening Time	
Monday On Sales Closing Time	
Tuesday On Sales Opening Time	
Tuesday On Sales Closing Time	
Wednesday On Sales Opening Time	
Wednesday On Sales Closing Time	
Thursday On Sales Opening Time	
Thursday On Sales Closing Time	
Friday On Sales Opening Time	
Friday On Sales Closing Time	

Saturday On Sales Opening Time	
Saturday On Sales Closing Time	
Sunday On Sales Opening Time	
Sunday On Sales Closing Time	

Statement of Core Times When Alcohol Will be Sold For Consumption OFF PREMISES

Monday Off Sales Opening Time	
Monday Off Sales Closing Time	
Tuesday Off Sales Opening Time	
Tuesday Off Sales Closing Time	
Wednesday Off Sales Opening Time	
Wednesday Off Sales Closing Time	
Thursday Off Sales Opening Time	
Thursday Off Sales Closing Time	
Friday Off Sales Opening Time	
Friday Off Sales Closing Time	
Saturday Off Sales Opening Time	
Saturday Off Sales Closing Time	
Sunday Off Sales Opening Time	

Sunday Off Sales Opening Time	
Sunday Off Sales Closing Time	

Seasonal Variations	
Does the applicant intend to operate according to seasonal demand? [*] Yes ☐ No ☐	
If YES - provide details	

Other Activities or Services That Will be Provided in Addition to Supply of Alcohol	
Accommodation? [*]	Yes ☐ No ☐
Accommodation during core hours [*]	Yes ☐ No ☐
Accommodation outwith core hours [*]	Yes ☐ No ☐
Conference facilities? [*]	Yes ☐ No ☐
Conference Facilities In Core Hours [*]	Yes ☐ No ☐
Conference Facilities Outwith Core Hours [*]	Yes ☐ No ☐
Restaurant facilities? [*]	Yes ☐ No ☐
Restaurant facilities during core hours [*]	Yes ☐ No ☐
Restaurant facilities outwith core hours [*]	Yes ☐ No ☐
Bar meals? [*]	Yes ☐ No ☐
Bar meals during core hours [*]	Yes ☐ No ☐
Bar meals Outwith Core Hours [*]	Yes ☐ No ☐

Bar meals Outwith Core Hours [*]	Yes ☐ No ☐
----------------------------------	--

Social Functions Including	
Receptions including weddings, funerals, birthdays, retirements etc [*]	Yes ☐ No ☐
Receptions including weddings, funerals, birthdays, retirements etc during core hours [*]	Yes ☐ No ☐
Receptions including weddings, funerals, birthdays, retirements etc outwith core hours [*]	Yes ☐ No ☐
Club or other group meetings etc [*]	Yes ☐ No ☐
Club or other group meetings during core hours [*]	Yes ☐ No ☐
Club or other group meetings outwith core hours [*]	Yes ☐ No ☐

Entertainment	
Recorded Music? [*]	Yes ☐ No ☐
Recorded Music In Core Hours [*]	Yes ☐ No ☐
Recorded Music Outwith Core Hours [*]	Yes ☐ No ☐
Live Performances? [*]	Yes ☐ No ☐
Live Performance In Core Hours [*]	Yes ☐ No ☐
Live Performance Outwith Core Hours [*]	Yes ☐ No ☐
Dance Facilities? [*]	Yes ☐ No ☐
Dance Facilities In Core Hours [*]	Yes ☐ No ☐

Dance Facilities Outwith Core Hours [*]	Yes ☐ No ☐
Theatre? [*]	Yes ☐ No ☐
Theatre In Core Hours [*]	Yes ☐ No ☐
Theatre Outwith Core Hours [*]	Yes ☐ No ☐
Film? [*]	Yes ☐ No ☐
Film In Core Hours [*]	Yes ☐ No ☐
Film Outwith Core Hours [*]	Yes ☐ No ☐
Gaming? [*]	Yes ☐ No ☐
Gaming In Core Hours [*]	Yes ☐ No ☐
Gaming Outwith Core Hours [*]	Yes ☐ No ☐
Indoor / Outdoor Sports? [*]	Yes ☐ No ☐
Indoor / Outdoor Sports In Core Hours [*]	Yes ☐ No ☐
Indoor / Outdoor Sports Outwith Core Hours [*]	Yes ☐ No ☐
Televised Sport? [*]	Yes ☐ No ☐
Televised Sport In Core Hours [*]	Yes ☐ No ☐
Televised Sport Outwith Core Hours [*]	Yes ☐ No ☐
Outdoor Drinking Facilities? [*]	Yes ☐ No ☐
Outdoor Drinking Facilities In Core Hours [*]	Yes ☐ No ☐
Outdoor Drinking Facilities Outwith Core Hours [*]	Yes ☐ No ☐
Adult Entertainment? [*]	Yes ☐ No ☐
Adult Entertainment In Core Hours [*]	Yes ☐ No ☐
Adult Entertainment Outwith Core Ho [*]	Yes ☐ No ☐

Where you have answered YES in respect of any entry OUTWITH CORE LICENSED HOURS please provide further details below.

If you propose to provide activities other than those listed above please provide details in the box below

Late Night Premises Opening After 1.00am

Where you have confirmed you are providing live or recorded music, will the decibel level exceed 85db? [*]

Yes ☐ No ☐

When fully occupied, are there likely to be more customers standing than seated? [*]

Yes ☐ No ☐

Children And Young Persons

When alcohol is being sold for consumption on the premises will children or young persons be allowed entry? [*]

Yes ☐ No ☐ N/A ☐

Where answer is YES provide statement of TERMS under which they will be allowed entry.

Provide statement regarding the AGES of children or young persons to be allowed entry.

Provide statement regarding the times during which children and young persons will be allowed entry.	
Provide statement regarding the PARTS of the premises to which children and young persons will be allowed entry.	
Transitional Arrangements 	
What is the proposed capacity of the premises to which this application relates?	
Save Cancel	
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Once you have answered all the questions click on to return to the premises form.

- To amend the applicant details, click on 'Edit' next to the 'Licence Holder' field:

Person(s)
Particulars of applicant, premises manager, partners, directors and other connected persons Neave (Licence Holder) Edit Add

This will open the person form:

Home About Change Password Update Account Details Log Off	
Application Type: Premises Licence [New]	
Note [*] indicates a mandatory field.	
Person	
Role	Licence Holder
Has this person ever been convicted of any crime or offence? [*]	Yes ☐ No ☒
Convictions [*]	Add
Training	Add
Surname / Company Name [*]	Neave
Forenames	Steven
Number/Street [*]	1 Test Street
Address 2	
Town	Test Town
Postcode [*]	TS12 3ST
Country of Residence	
Date of Birth (Where person is individual)	6/4/1976 

Place of Birth (Where person is individual)	
Company Registration Number (Where person is a company)	
Gender	Male

Contacts

Telephone (Daytime) [*]	0141 242 7187
Telephone (Evening)	
Telephone (Mobile)	

Fax Number	
Email [*]	sneave@123.com

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The form will be pre-populated with the details from your user account.

To add any convictions, click on 'Add' next to 'Convictions' field:

Convictions [*]	Add
-----------------	-----

This will open up the Convictions form:

Home	About	Change Password	Update Account Details	Log Off
------	-------	-----------------	------------------------	---------

Application Type: Premises Licence [New]

Note [*] indicates a mandatory field.

Conviction

Offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974

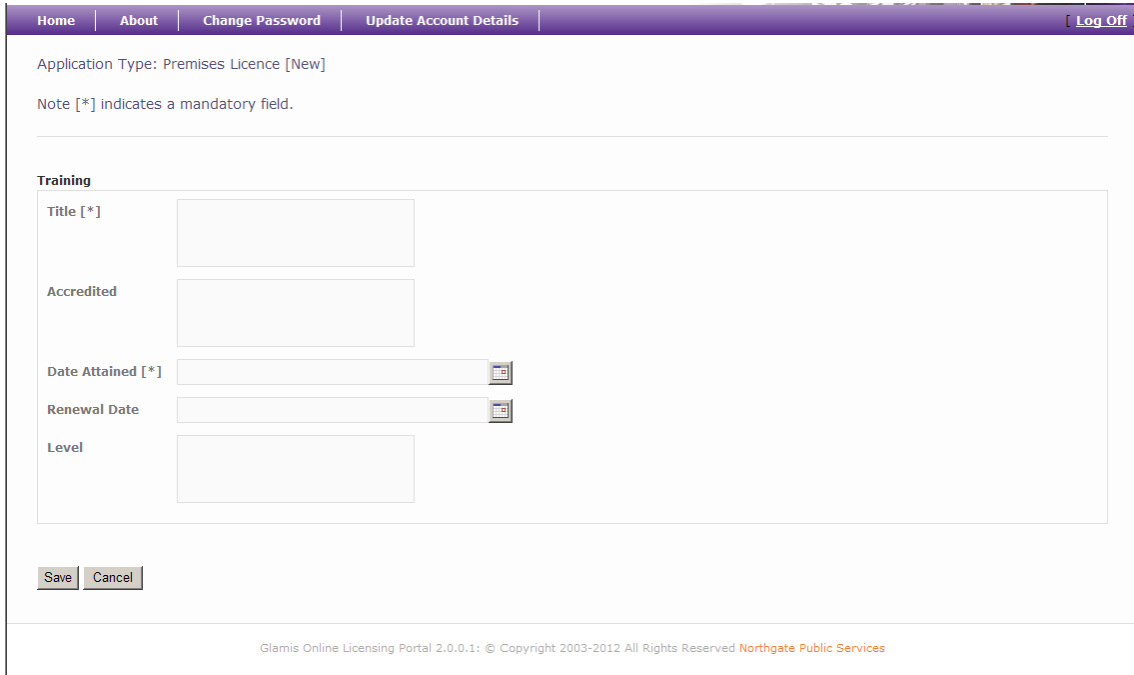
Date of conviction or sentence	
Court	
Offence	
Penalty	

Please fill the form out as accurately as possible. Once you have completed the form, click on and you will be returned to the Applicant Details form. Note, to add multiple convictions then please repeat this process.

If accredited qualifications need to be added to the application, then click on 'Add' next to 'Training' field:

Training	Add
----------	-----

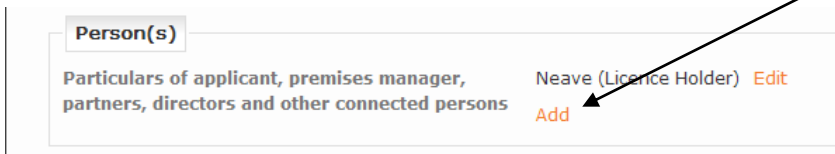
This will open up the Training form:



Please fill the form out as accurately as possible. Once you have completed the form, click on  and you will be returned to the Applicant Details form. Note, to add multiple qualifications then please repeat this process.

Complete the rest of the details on the Applicant Details form as required and click  to return to the main premises application form.

- To add another associated individual to the premises record, click on 'Add' link in the 'Person' section:



This will open up the role form:

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [Log Off](#)

Select Role

The role chosen will affect the level of detail required for the application.

Proceed

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Select a role from the drop down list and click on **Proceed**. You will now be presented with a blank person form.

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [Log Off](#)

Application Type: Premises Licence [New]

Note [*] indicates a mandatory field.

Person

Role	Premises Manager
Training	Add
Surname / Company Name [*]	
Forenames	
Number/Street [*]	
Address 2	
Town	
Postcode [*]	
Country of Residence	
Date of Birth (Where person is individual)	
Place of Birth (Where person is individual)	

Company Registration Number (Where person is a company)	
Gender	MALE
Contacts	
Telephone (Daytime) [*]	
Telephone (Evening)	
Telephone (Mobile)	
Fax Number	
Email [*]	
Save Cancel	
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Note, the details displayed here may differ dependant on the 'Role' selected. However, as usual all fields marked with [*] are mandatory.

Complete the form as required, click on and you will be returned to the Applicant Details form.

Note, to add multiple persons to the premises then please repeat this process.

- You should now complete the relevant details for the premises:

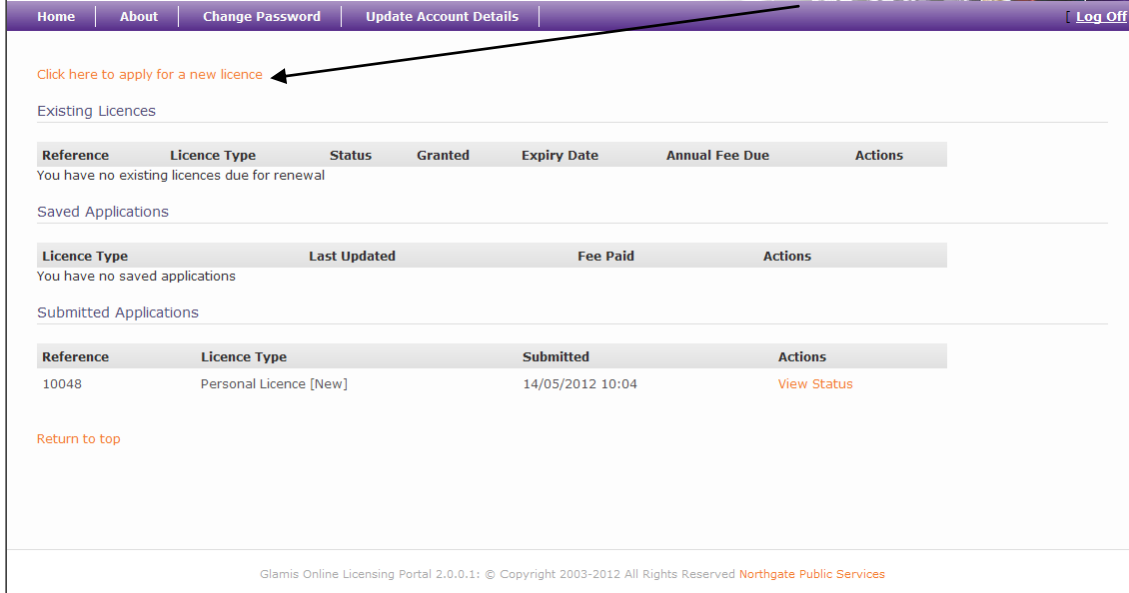
Premises Details	
Name [*]	
Number/Street [*]	
Address 2	
Town	
Postcode [*]	
Description of the premises [*]	
Contact	
Premises Telephone [*]	
Premises Fax	
Premises Email	
Premises Category Details	
Rateable Value	
Click here to check your rateable value (Opens in new tab) [*]	
Category:	Premises Category 1
Premises Category 1 (B&Bs, Visitor Centres, Members Clubs etc) Premises Category 2 (Rateable Value from £1 to £11500) Premises Category 3 (Rateable Value from £11501 to £35000) Premises Category 4 (Rateable Value from £35001 to £70000) Premises Category 5 (Rateable Value from £70001 to £140000) Premises Category 6 (Rateable Value above £140001)	
TO BE COMPLETED BY REGISTERED CLUBS ONLY Do the club's constitution and rules conform the the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007? [*]	
☐ Yes ☐ No ☐ N/A	

- Once the relevant fields have been completed, click on .

-
- You are now ready to submit the application. Please turn to [section 6](#) for instructions as to how to do that.

Entering a Premises Licence Application (Transfer)

- On your GLAMIS Online Homepage, select 'Click here to apply for a new licence'



Home | About | Change Password | Update Account Details | [Log Off]

[Click here to apply for a new licence](#)

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
You have no existing licences due for renewal						

Saved Applications

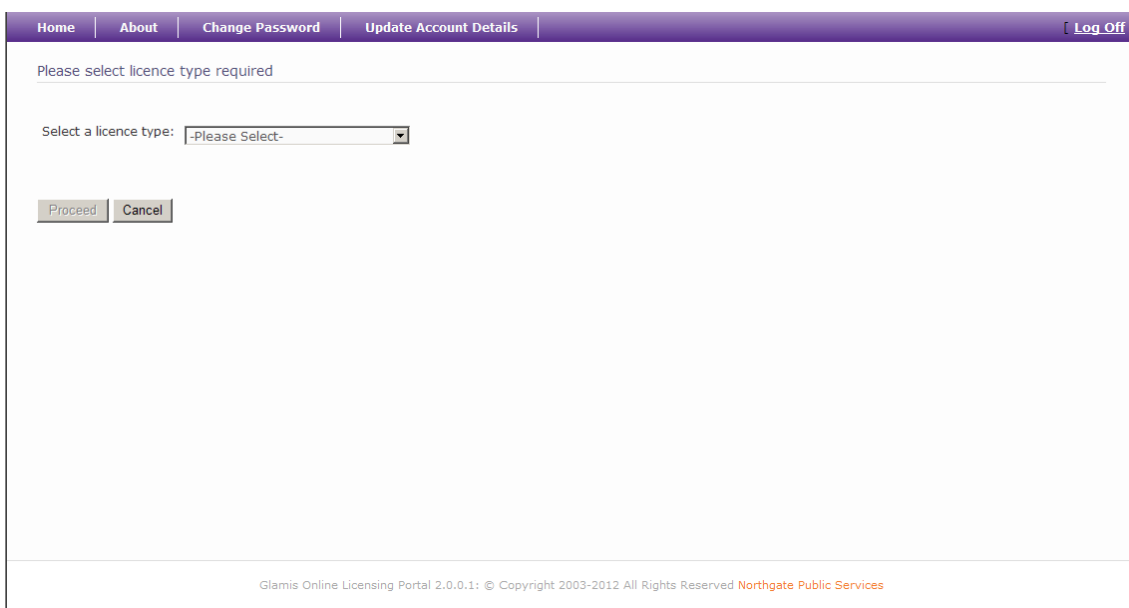
Licence Type	Last Updated	Fee Paid	Actions
You have no saved applications			

Submitted Applications

Reference	Licence Type	Submitted	Actions
10048	Personal Licence [New]	14/05/2012 10:04	View Status

[Return to top](#)

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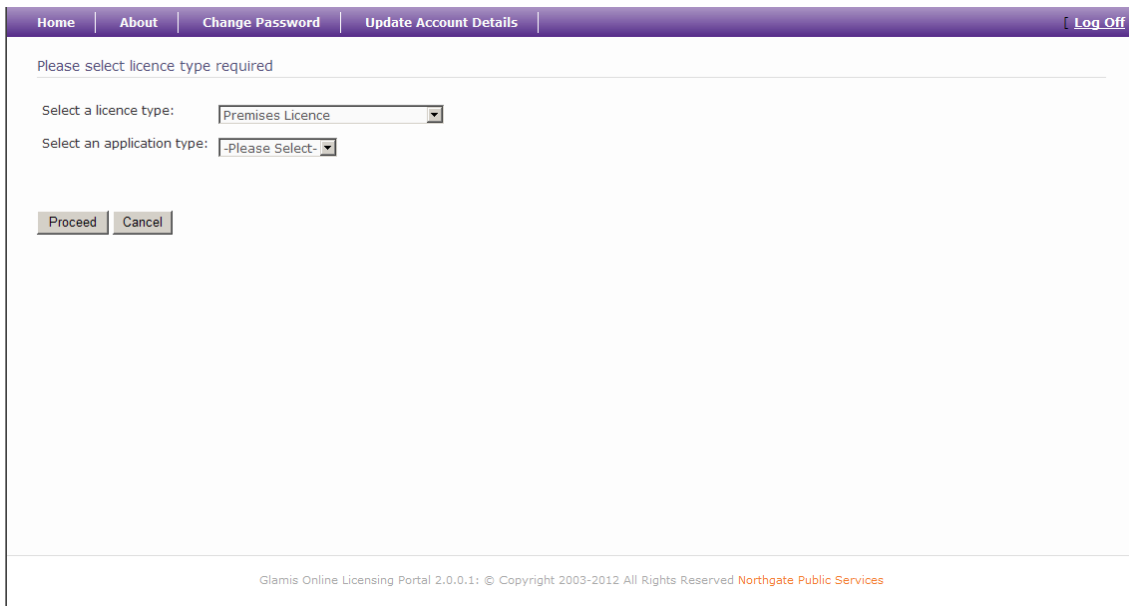
Home | About | Change Password | Update Account Details | [Log Off]

Please select licence type required

Select a licence type:

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- Select the Licence type from the drop down list. In this example, it will be "Premises Licence"



Home | About | Change Password | Update Account Details | [Log Off]

Please select licence type required

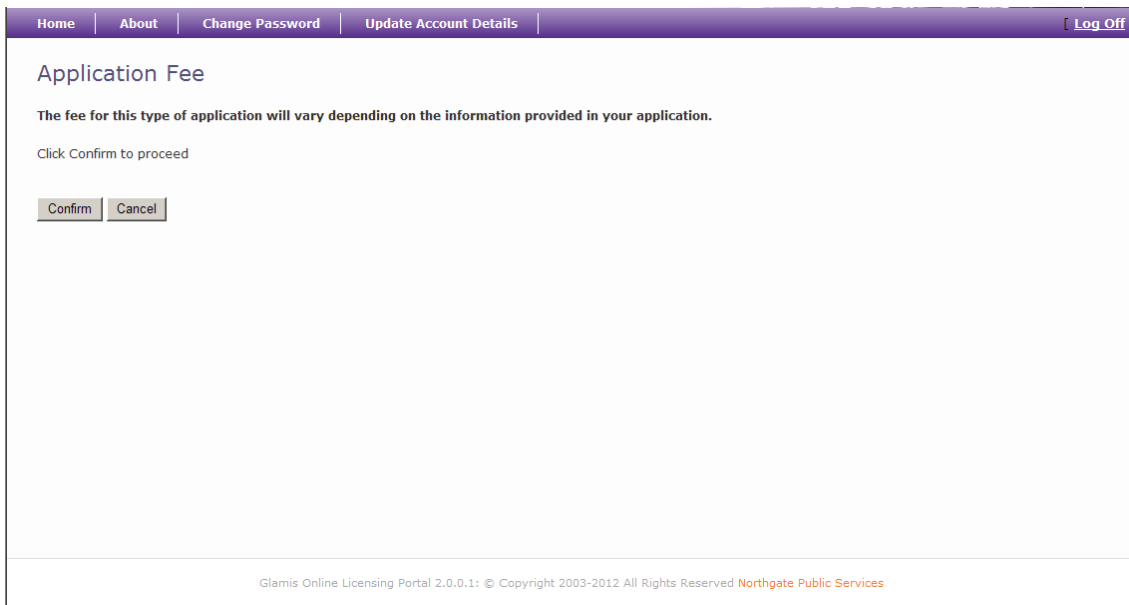
Select a licence type: Premises Licence

Select an application type: Please Select

Proceed Cancel

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- Select the application type from the drop down menu. In this example, it will be “Transfer”.
- Click on **Proceed**. If there is an application fee attached to this type of licence, the fee for this will be displayed.



Home | About | Change Password | Update Account Details | [Log Off]

Application Fee

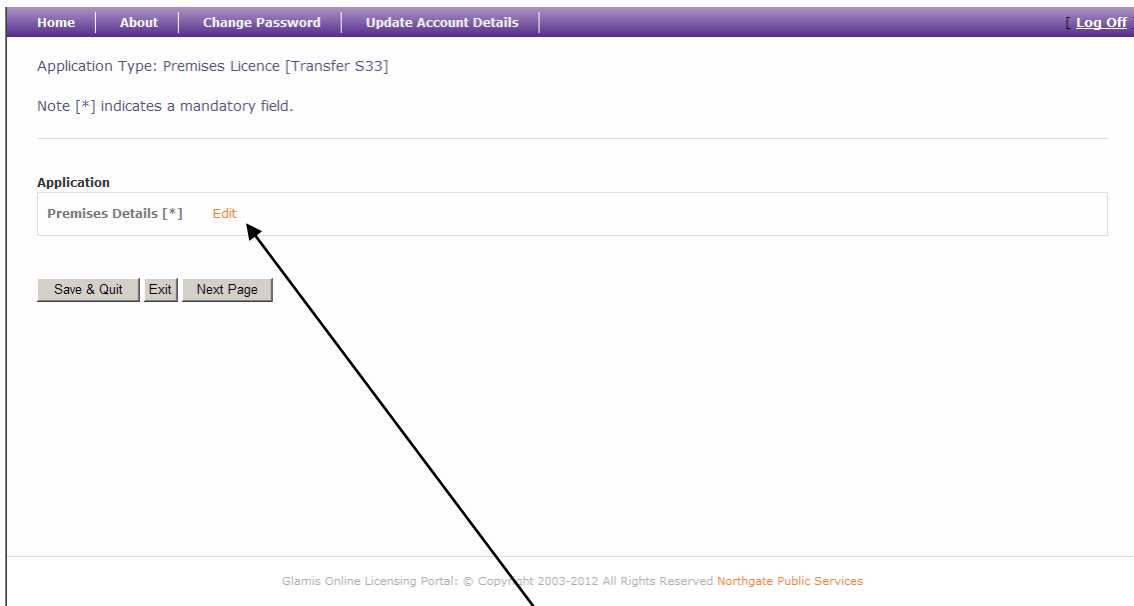
The fee for this type of application will vary depending on the information provided in your application.

Click Confirm to proceed

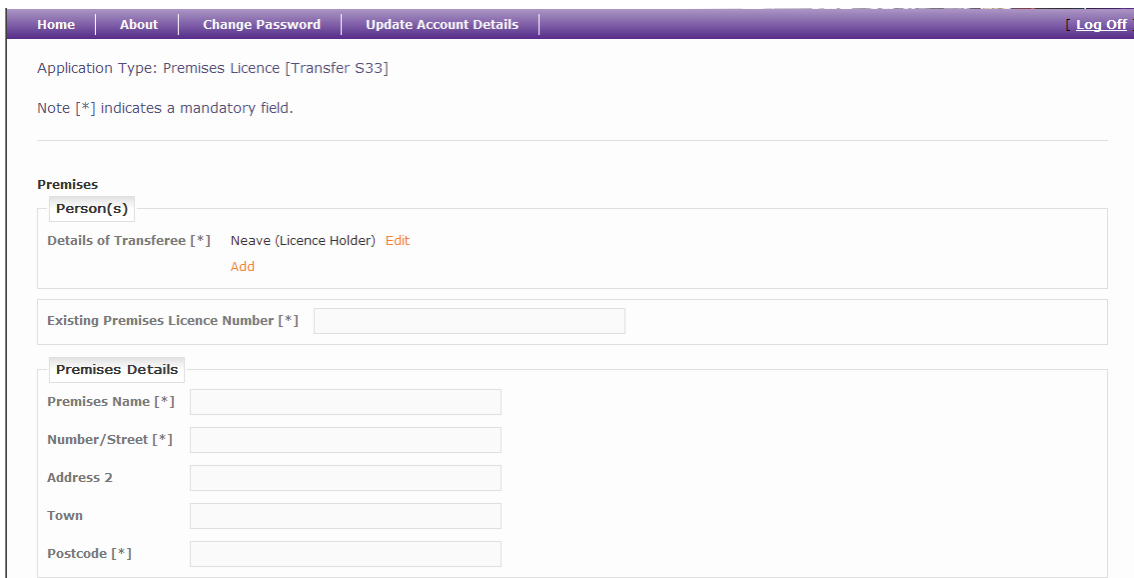
Confirm Cancel

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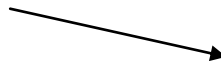
- Click on **Confirm**. The application form will now be shown



- To amend the application form click on 'Edit' next to 'Premises Details'



- Answer all the relevant questions (fields marked with [*] are mandatory) and click on **Save** to return to the premises form.
- Click on **Next Page**



Home | About | Change Password | Update Account Details | [Log Off](#)

Application Type: Premises Licence [Transfer S33]

Note [*] indicates a mandatory field.

Requirements

Transfer

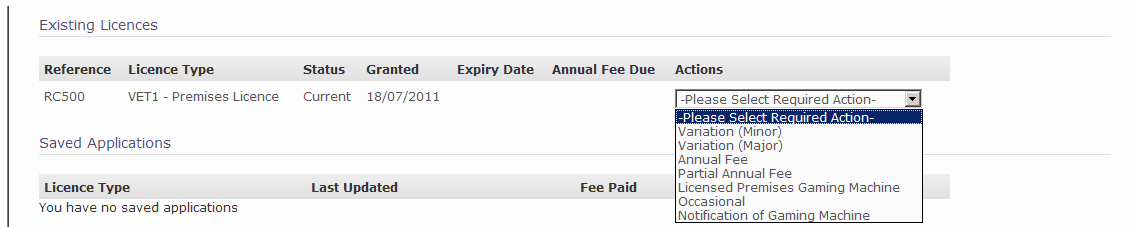
Name, Address & Telephone of Current Licence Holder [*]

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- Enter the details of the current licence holder
- You are now ready to submit the application. Please turn to [section 6](#) for instructions as to how to do that.

Entering a Premises Licence Application (Variation)

- When a full Licensed Premises has been granted, the 'Existing Licences' section of the main screen of GLAMIS Online will present a drop down list containing a selection of actions relating to the licence:

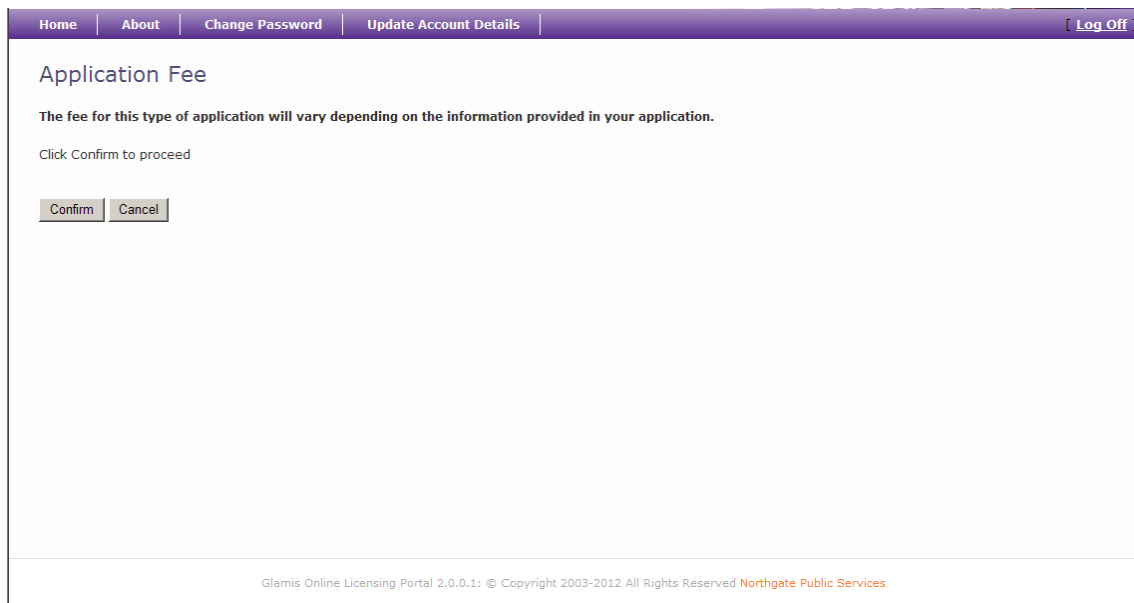


Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
RC500	VET1 - Premises Licence	Current	18/07/2011			--Please Select Required Action-- Variation (Minor) Variation (Major) Annual Fee Partial Annual Fee Licensed Premises Gaming Machine Occasional Notification of Gaming Machine

Saved Applications

Licence Type	Last Updated	Fee Paid
You have no saved applications		

- In this example, we will be selecting 'Variation (Major)' as the action. If there is an application fee attached to this type of licence, the fee for this will be displayed.



Home | About | Change Password | Update Account Details | [Log Off](#)

Application Fee

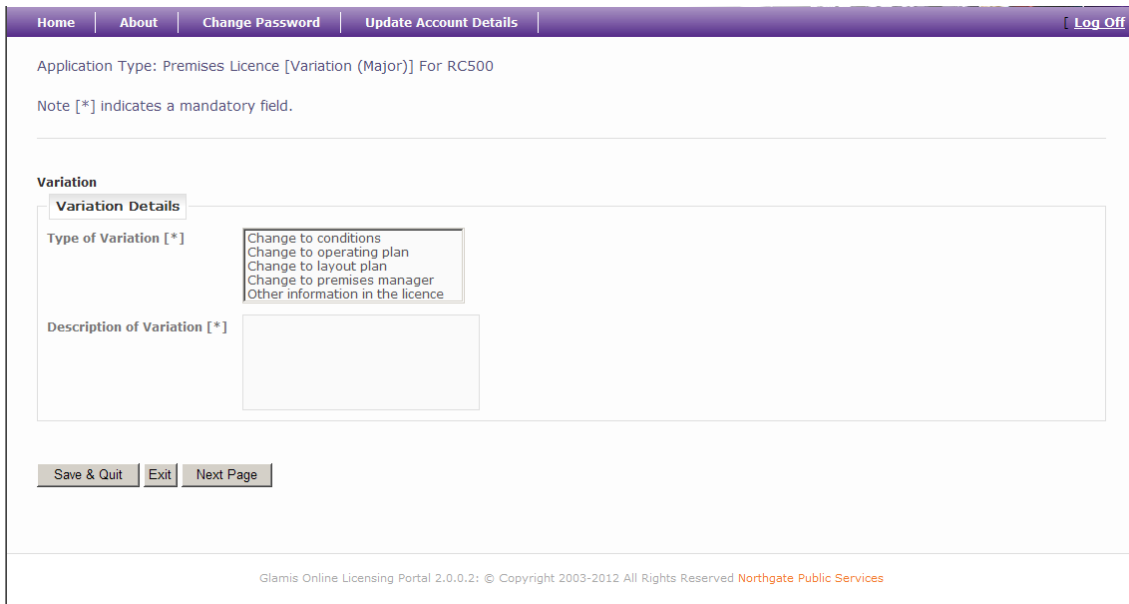
The fee for this type of application will vary depending on the information provided in your application.

Click Confirm to proceed

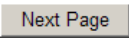
[Confirm](#) [Cancel](#)

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- Click on [Confirm](#). You will now be presented with the 'Variation Details' section of the application.



Select the appropriate type of variation and give a description of the variation. Note, to select different options for variation details, hold the 'CTRL' key on your keyboard and left-click on the mouse while highlighting the other option.

- Once completed, click on .

Please note, that what has been selected in the 'Variation Details' section of the application should be mirrored in the full application. If a change in operating plan has been selected, you will be required to fill out and amend a new operating plan.

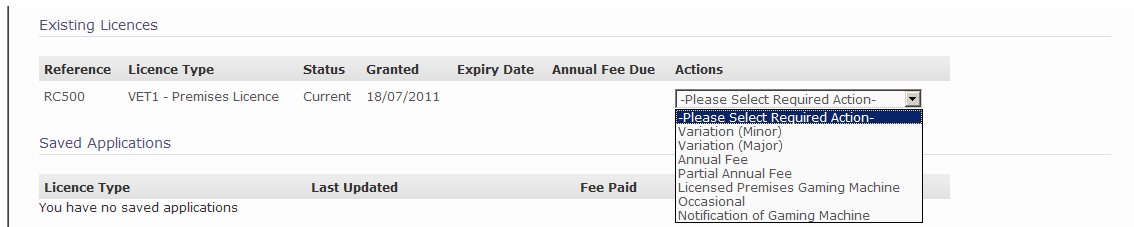
- You will now be presented with the main application screen. This is identical to the application screen for a full liquor licence and should be treated as such.

See [Entering a Premises Licence Application](#) above for instructions as to how to complete a liquor licence.

Once the application is completed, you should submit the application. Please turn to [section 6](#) for instructions as to how to do that.

Entering a Premises Licence Application (Annual Fee)

- When a full Licensed Premises has been granted, the 'Existing Licences' section of the main screen of GLAMIS Online will present a drop down list containing a selection of actions relating to the licence:

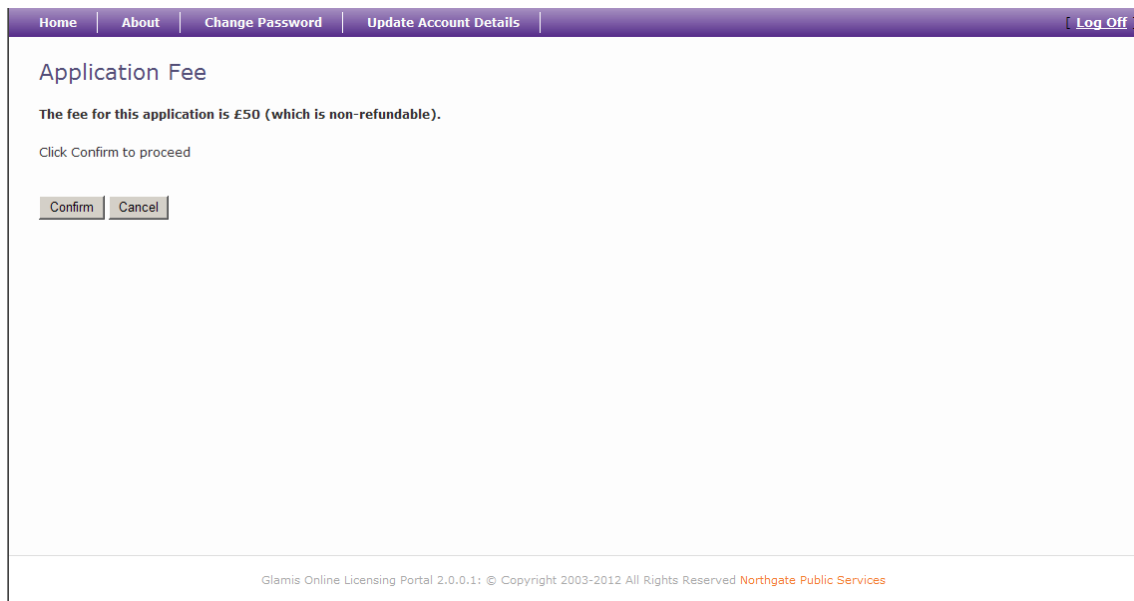


Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
RC500	VET1 - Premises Licence	Current	18/07/2011			--Please Select Required Action-- Variation (Minor) Variation (Major) Annual Fee Partial Annual Fee Licensed Premises Gaming Machine Occasional Notification of Gaming Machine

Saved Applications

Licence Type	Last Updated	Fee Paid
You have no saved applications		

- In this example, we will be selecting 'Annual Fee' as the action. If there is an application fee attached to this type of licence, the fee for this will be displayed.



Home | About | Change Password | Update Account Details | [Log Off](#)

Application Fee

The fee for this application is £50 (which is non-refundable).

Click Confirm to proceed

[Confirm](#) [Cancel](#)

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- Click on [Confirm](#). The application form will now be shown

Home | About | Change Password | Update Account Details | [Log Off](#)

Application Type: Premises Licence [Annual Fee] For RC500

Note [*] indicates a mandatory field.

Application

Type of Applicant

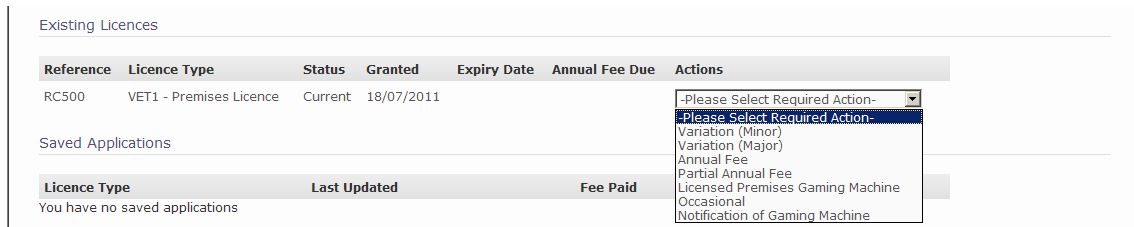
Premises Details VET1 [View](#)

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- The only action that is required for an Annual Fee application (of any type) is the submission of the application. The annual fee is calculated directly from the premises rateable value.

Entering a Premises Licence Application (Occasional)

- When a full Licensed Premises has been granted, the 'Existing Licences' section of the main screen of GLAMIS Online will present a drop down list containing a selection of actions relating to the licence:

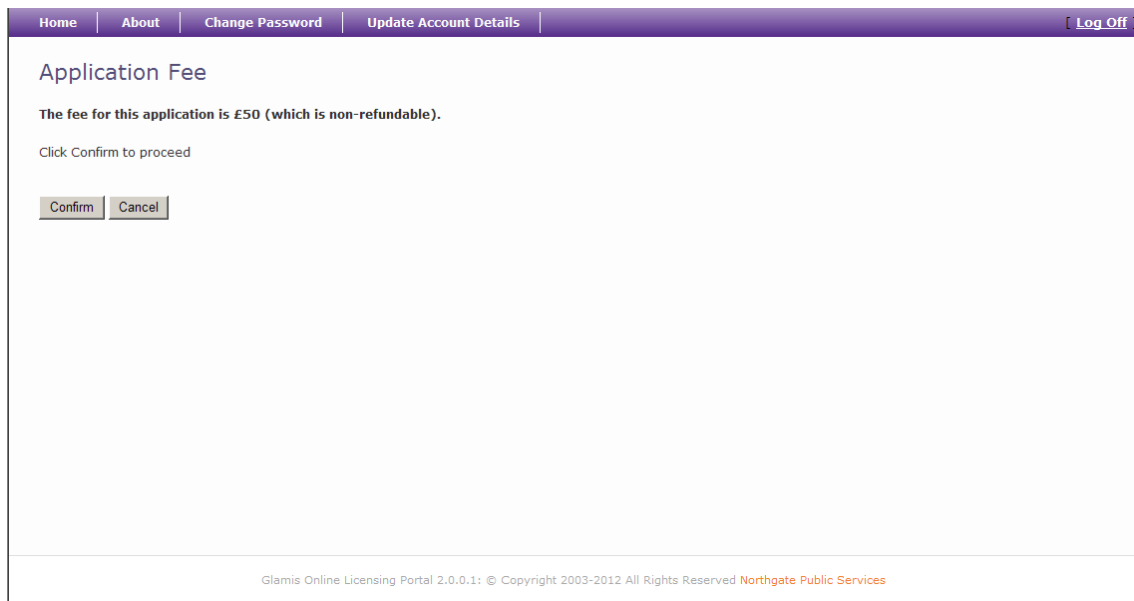


Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
RC500	VET1 - Premises Licence	Current	18/07/2011			--Please Select Required Action-- --Please Select Required Action-- Variation (Minor) Variation (Major) Annual Fee Partial Annual Fee Licensed Premises Gaming Machine Occasional Notification of Gaming Machine

Saved Applications

Licence Type	Last Updated	Fee Paid
You have no saved applications		

- In this example, we will be selecting 'Occasional' as the action. If there is an application fee attached to this type of licence, the fee for this will be displayed.



Home | About | Change Password | Update Account Details | [Log Off](#)

Application Fee

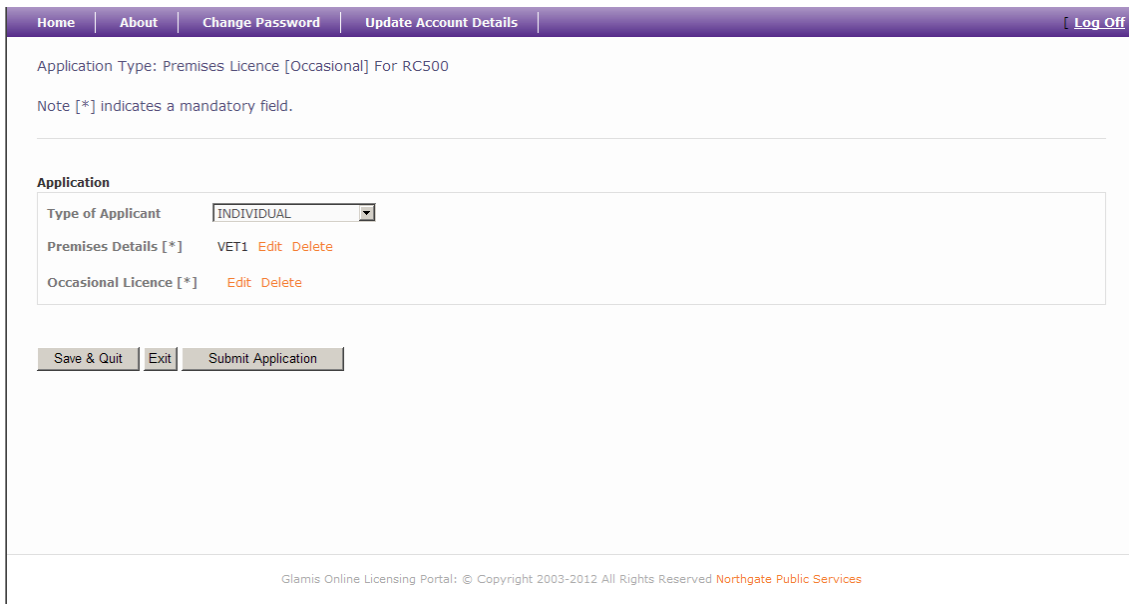
The fee for this application is £50 (which is non-refundable).

Click Confirm to proceed

[Confirm](#) [Cancel](#)

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- Click on [Confirm](#). The application form will now be shown



Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Premises Licence [Occasional] For RC500

Note [*] indicates a mandatory field.

Application

Type of Applicant:

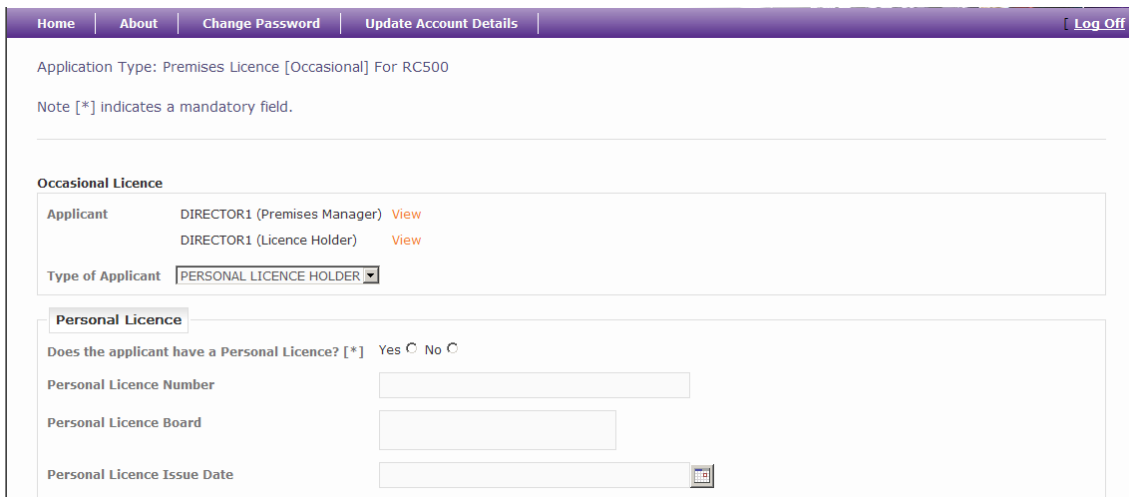
Premises Details [*]: VET1 [Edit](#) [Delete](#)

Occasional Licence [*]: [Edit](#) [Delete](#)

[Save & Quit](#) [Exit](#) [Submit Application](#)

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- Click 'Edit' beside the 'Occasional Licence' field and you will be presented with the Occasional Licence form.



Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Premises Licence [Occasional] For RC500

Note [*] indicates a mandatory field.

Occasional Licence

Applicant: DIRECTOR1 (Premises Manager) [View](#)
DIRECTOR1 (Licence Holder) [View](#)

Type of Applicant:

Personal Licence

Does the applicant have a Personal Licence? [*] Yes ☐ No ☐

Personal Licence Number:

Personal Licence Board:

Personal Licence Issue Date:

This form will automatically populate the licence roles with the details entered for the most recent version of the premised licence.

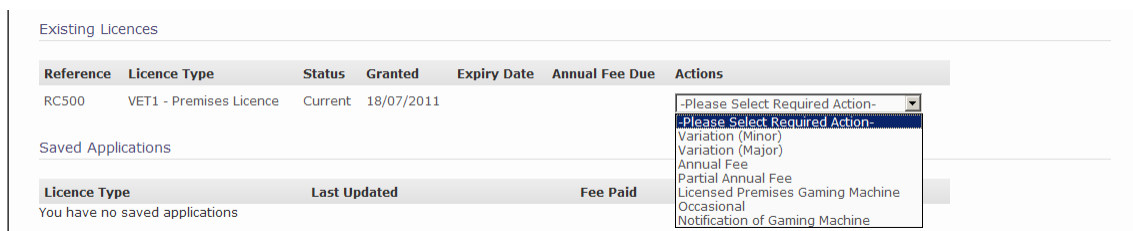
- Select the 'Type of Applicant' from the drop down list
- Complete the rest of the form (all fields marked with [*] are mandatory) and click on [Save](#). Note, the correspondence section of the Occasional Licence form should only be used when the correspondence address for an occasional licence is different from the applicant's address.
- You are now ready to submit the application. Please turn to [section 6](#) for instructions as to how to do that.

3 Entering Gambling Licence Applications

Entering an application for a Licensed Premises Gaming Machine or Notification of Gaming Machine

Note, this section will explain the principles for submitting a Gambling Act licence application. Whilst the screens may differ dependant on your Local Authority area, the principles of entering the applications remains the same.

- When a full Licensed Premises has been granted, the 'Existing Licences' section of the main screen of GLAMIS Online will present a drop down list containing a selection of actions relating to the licence:

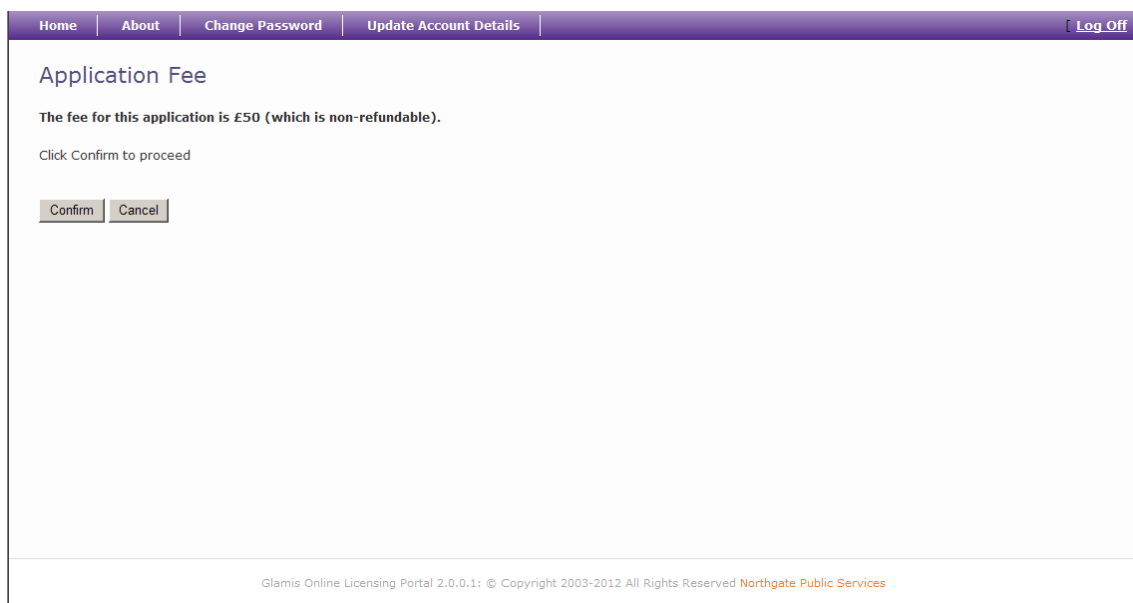


Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
RC500	VET1 - Premises Licence	Current	18/07/2011			-Please Select Required Action- Please Select Required Action- Variation (Minor) Variation (Major) Annual Fee Partial Annual Fee Licensed Premises Gaming Machine Occasional Notification of Gaming Machine

Saved Applications

Licence Type	Last Updated	Fee Paid
You have no saved applications		

- In this example, select 'Licensed Premises Gaming Machine' as the action. Both this action and the 'Notification of Gaming Machine' action use exactly the same screens. If there is an application fee attached to this type of licence, the fee for this will be displayed.



Home | About | Change Password | Update Account Details | [Log Off](#)

Application Fee

The fee for this application is £50 (which is non-refundable).

Click Confirm to proceed

[Confirm](#) [Cancel](#)

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- Click on [Confirm](#). The application form will now be shown

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Premises Licence [Licensed Premises Gaming Machine] For RC500

Note [*] indicates a mandatory field.

Application

Type of Applicant

Premises [*] VET1 [Edit](#) [Delete](#)

[Save & Quit](#) [Exit](#) [Next Page](#)

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- To edit the premises details, click on 'Edit' next to the 'Premises' field. Otherwise, click on [Next Page](#) where you will be presented with the Gaming Machine Permit screen

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Premises Licence [Licensed Premises Gaming Machine] For RC500

Note [*] indicates a mandatory field.

Permits

Gaming Machines

Number of Category C Machines [*]

Number of Category D Machines [*]

Description of Machines [*]

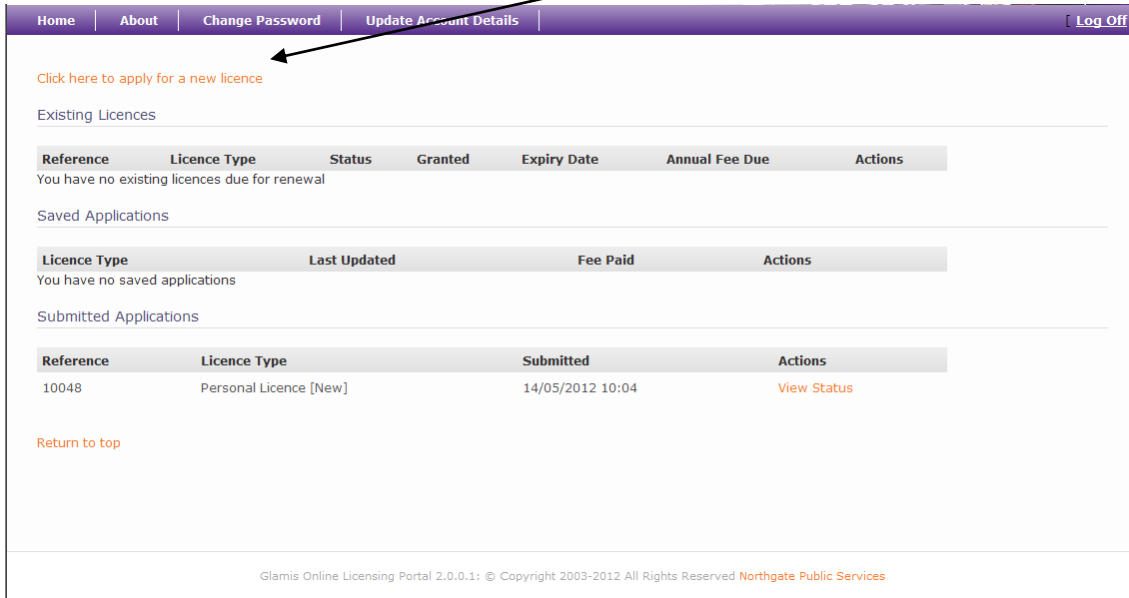
[Save & Quit](#) [Exit](#) [Previous Page](#) [Submit Application](#)

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- Enter the required details. All fields marked with [*] are mandatory.
- You are now ready to submit the application. Please turn to [section 6](#) for instructions as to how to do that.

Entering an application for other Gambling Licence Types

- On your GLAMIS Online Homepage, select 'Click here to apply for a new licence'



Home | About | Change Password | Update Account Details | [Log Off]

[Click here to apply for a new licence](#)

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
You have no existing licences due for renewal						

Saved Applications

Licence Type	Last Updated	Fee Paid	Actions
You have no saved applications			

Submitted Applications

Reference	Licence Type	Submitted	Actions
10048	Personal Licence [New]	14/05/2012 10:04	View Status

[Return to top](#)

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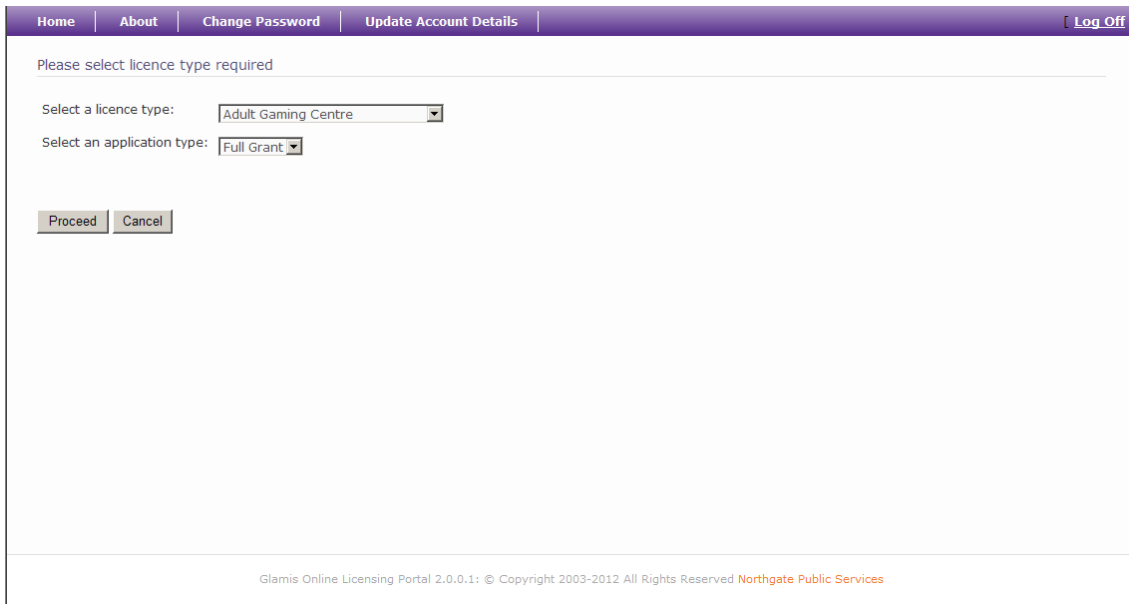
Home | About | Change Password | Update Account Details | [Log Off]

Please select licence type required

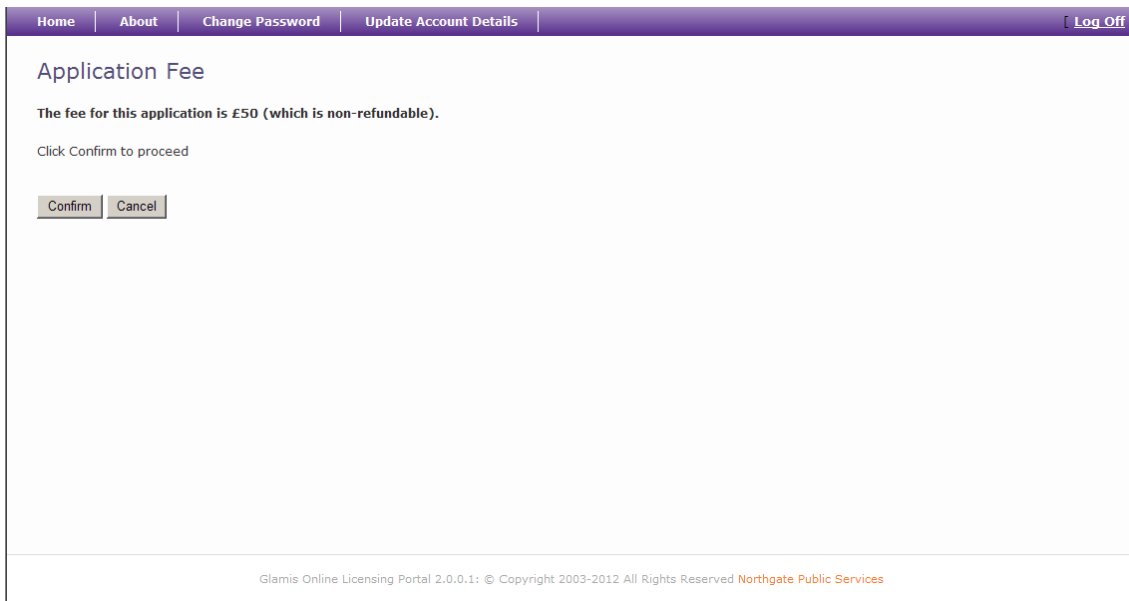
Select a licence type:

Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services

- Select the Licence type from the drop down list. In this example, it will be "Adult Gaming Centre"



- Select the application type from the drop down menu. In this example, it will be “Full Grant”.
- Click on **Proceed**. If there is an application fee attached to this type of licence, the fee for this will be displayed.



- Click on **Confirm**. The application form will now be shown

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Adult Gaming Centre [Full Grant]

Note [*] indicates a mandatory field.

Application

Type of Applicant: Individual

Premises [*] [Edit](#)

Save & Quit | Exit | Next Page

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➤ To add the Premises details click on 'Edit'

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Adult Gaming Centre [Full Grant]

Note [*] indicates a mandatory field.

Premises

Person(s)

Applicant and Other Associated Persons: Neave (Licence Holder) [Edit](#)
[Add](#)

Premises Details

Name [*]:

Number/Street [*]:

Address 2:

Town:

Postcode [*]:

Premises Description:

Contact

Premises Telephone:

Premises Fax:

Premises Email:

Save | Cancel

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- To amend the applicant details, click on 'Edit' next to the 'Licence Holder' field:

Premises

Person(s)

Applicant and Other Associated Persons Neave (Licence Holder) [Edit](#)

[Add](#)

This will open the person form:

Home | About | Change Password | Update Account Details | [\[Log Off \]](#)

Application Type: Adult Gaming Centre [Full Grant]

Note [*] indicates a mandatory field.

Person

Role

Has this person ever been convicted of any crime or offence? [*] Yes ☐ No ☒

Convictions details [*] [Add](#)

Title

Surname / Organisation Name [*]

Forenames

Number/Street [*]

Address 2

Town

Postcode [*]

Date of Birth (only if the applicant is an individual) 

Place of Birth (only if the applicant is an individual)

Company Registration Number

(only if the applicant is a company of partnership)

Gender

Contacts

Telephone (Daytime) [*]

Telephone (Evening)

Telephone (Mobile)

Fax Number

Email Address [*]

Applicant's Operating Licence Number or the date on which application was made for an operating licence [*]

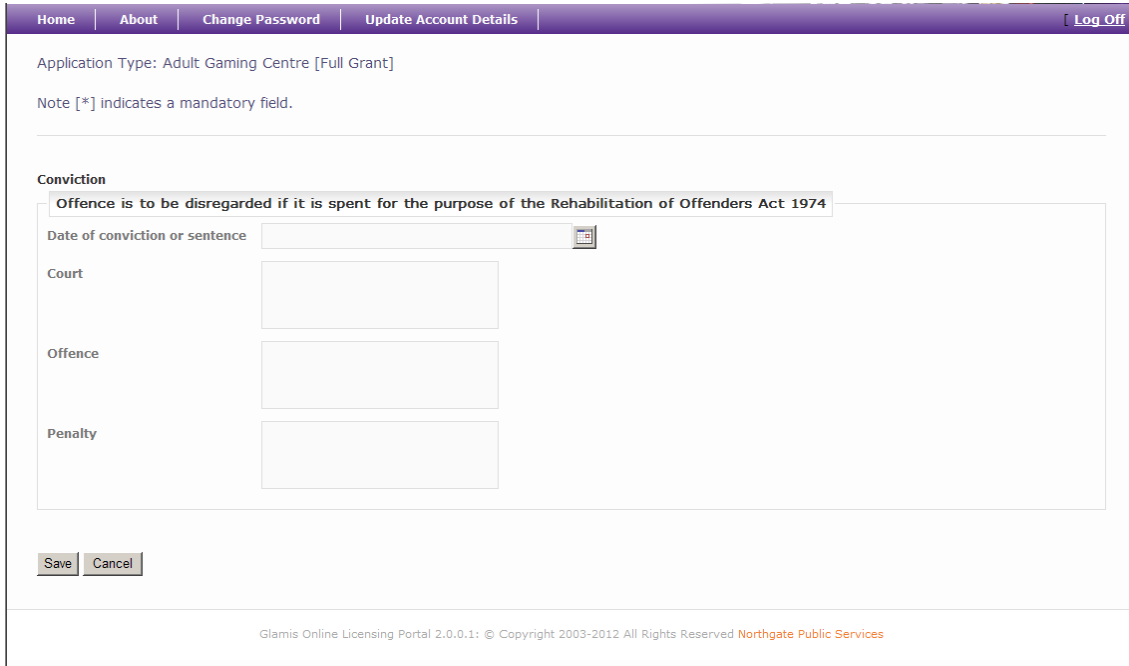
[Save](#) [Cancel](#)

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To add any convictions, click on 'Add' next to 'Convictions' field:

Convictions [*] [Add](#)

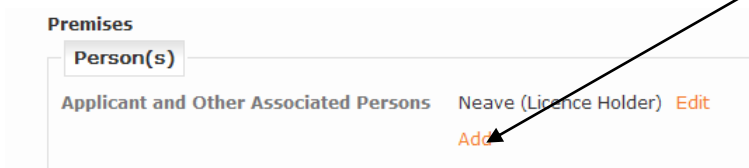
This will open up the Convictions form:



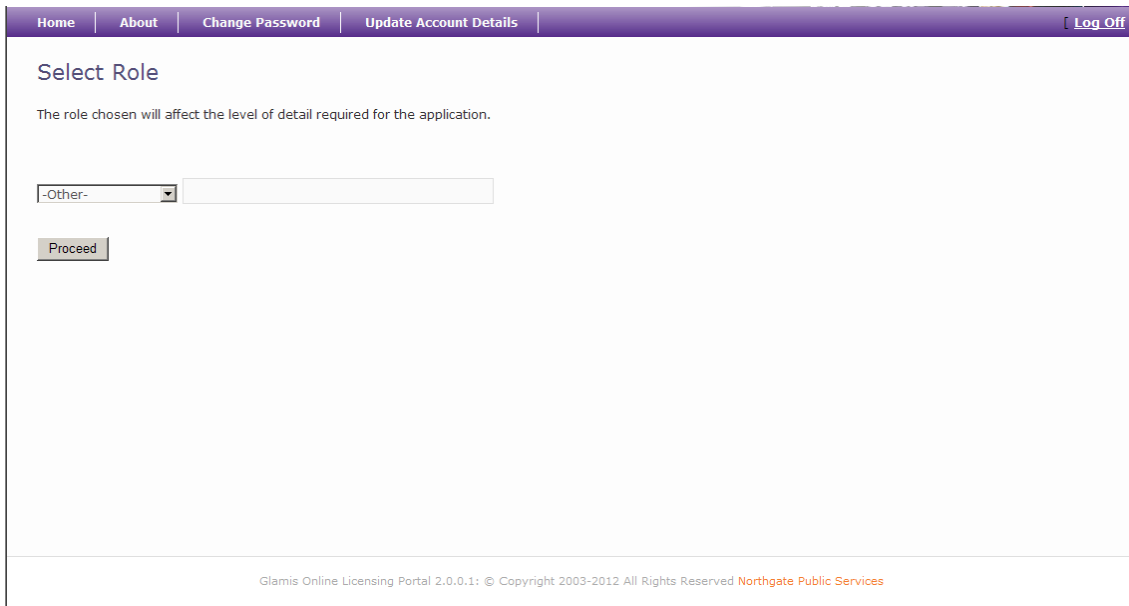
Please fill the form out as accurately as possible. Once you have completed the form, click on **Save** and you will be returned to the Applicant Details form. Note, to add multiple convictions then please repeat this process.

Complete the rest of the details on the Applicant Details form as required and click **Save** to return to the premises form.

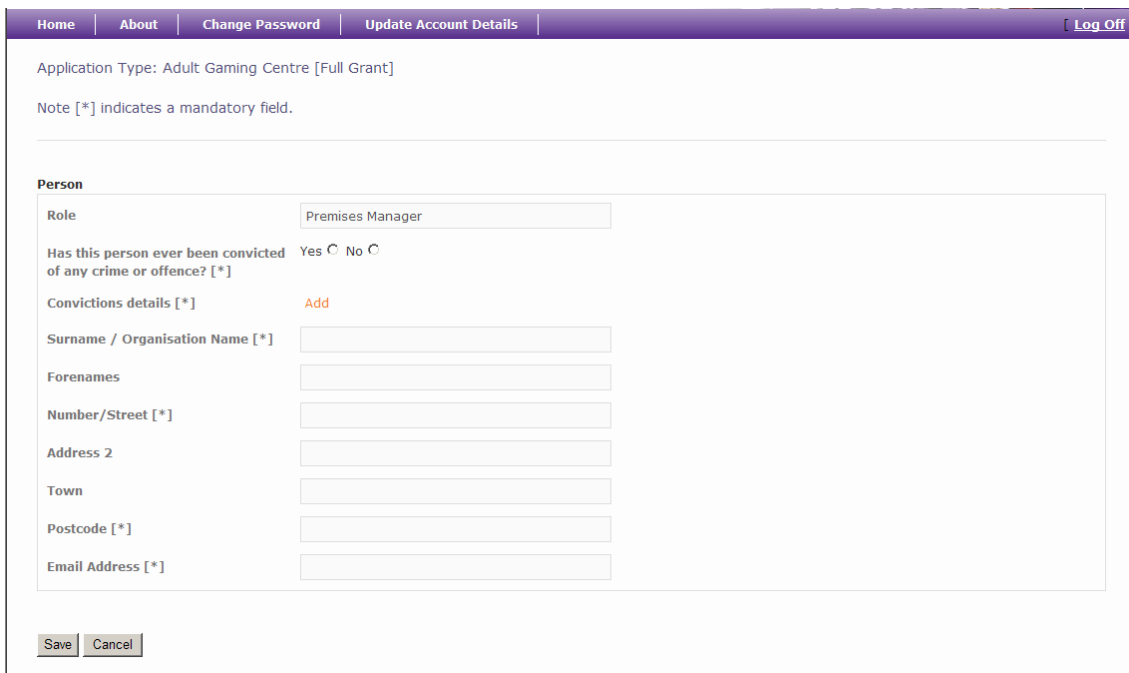
- To add another associated individual to the premises form, click on 'Add' link in the 'Person' section:



This will open up a blank person form:



Select a role from the drop down list and click on **Proceed**



Completed the form as required, click on **Save** and you will be returned to the Premises form. Note, to add multiple persons to the premises then please repeat this process.

- You should now complete the relevant details for the premises:



Premises Details

Name [*]

Number/Street [*]

Address 2

Town

Postcode [*]

Premises Description

Contact

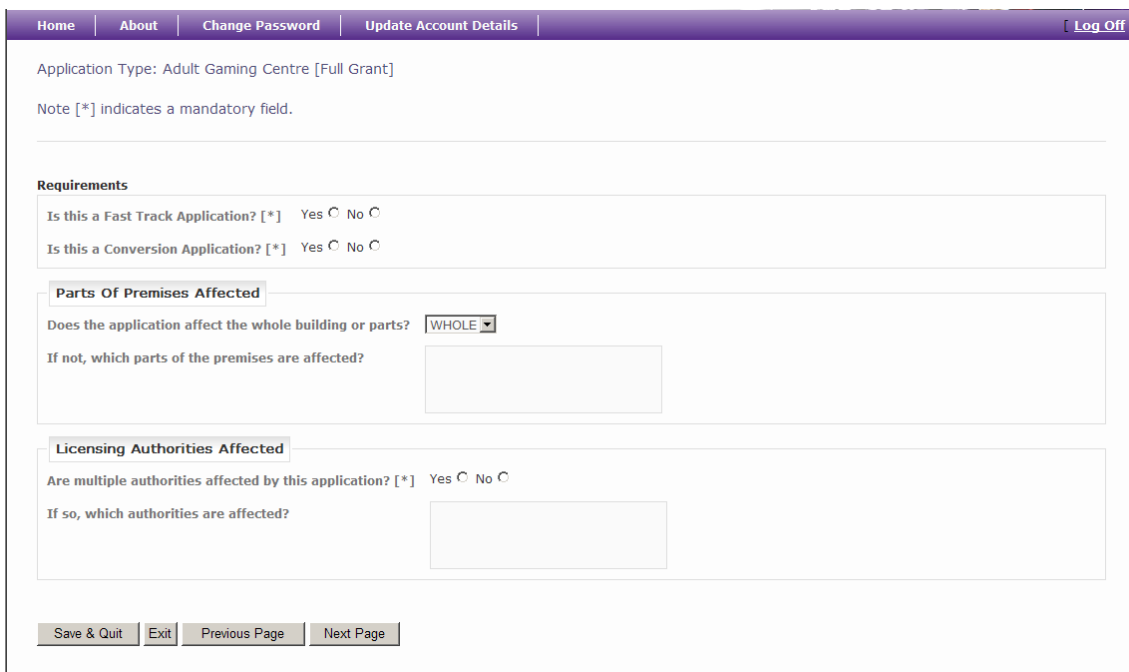
Premises Telephone

Premises Fax

Premises Email

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- Once the relevant fields have been completed, click on **Save**. You will now be returned to the main application form.
- Click on **Next Page** to go to the Requirements form. Note, the requirement form will differ for each application type.



Home | About | Change Password | Update Account Details | [Log Off](#)

Application Type: Adult Gaming Centre [Full Grant]

Note [*] indicates a mandatory field.

Requirements

Is this a Fast Track Application? [*] Yes ☐ No ☐

Is this a Conversion Application? [*] Yes ☐ No ☐

Parts Of Premises Affected

Does the application affect the whole building or parts?

If not, which parts of the premises are affected?

Licensing Authorities Affected

Are multiple authorities affected by this application? [*] Yes ☐ No ☐

If so, which authorities are affected?

- Enter the appropriate details and click on **Next Page**. If applicable, this will load another page of requirements that should be completed. Otherwise, it will take you to the final page of the application where you can enter any additional notes to your application:

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Adult Gaming Centre [Full Grant]

Note [*] indicates a mandatory field.

Other

Other Relevant Matters

Save & Quit | Exit | Previous Page | Submit Application

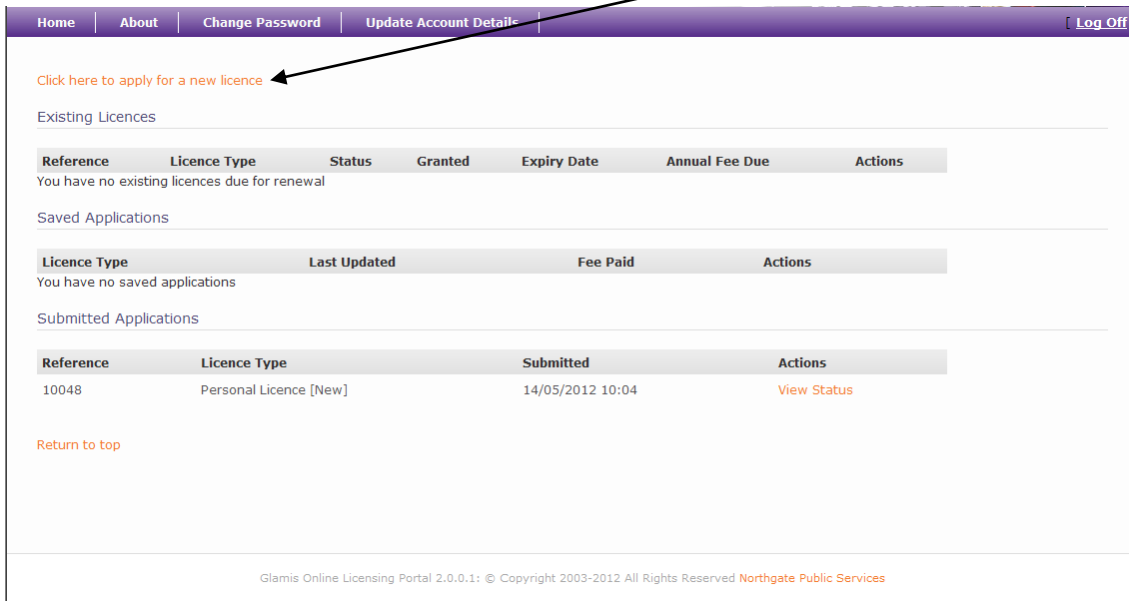
Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services

- You are now ready to submit the application. Please turn to [section 6](#) for instructions as to how to do that.

4 Entering Taxi Licence Applications

Entering an application for a new Taxi/Private Hire Operators licence

- On your GLAMIS Online Homepage, select 'Click here to apply for a new licence'



Home | About | Change Password | Update Account Details | [Log Off](#)

[Click here to apply for a new licence](#)

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
You have no existing licences due for renewal						

Saved Applications

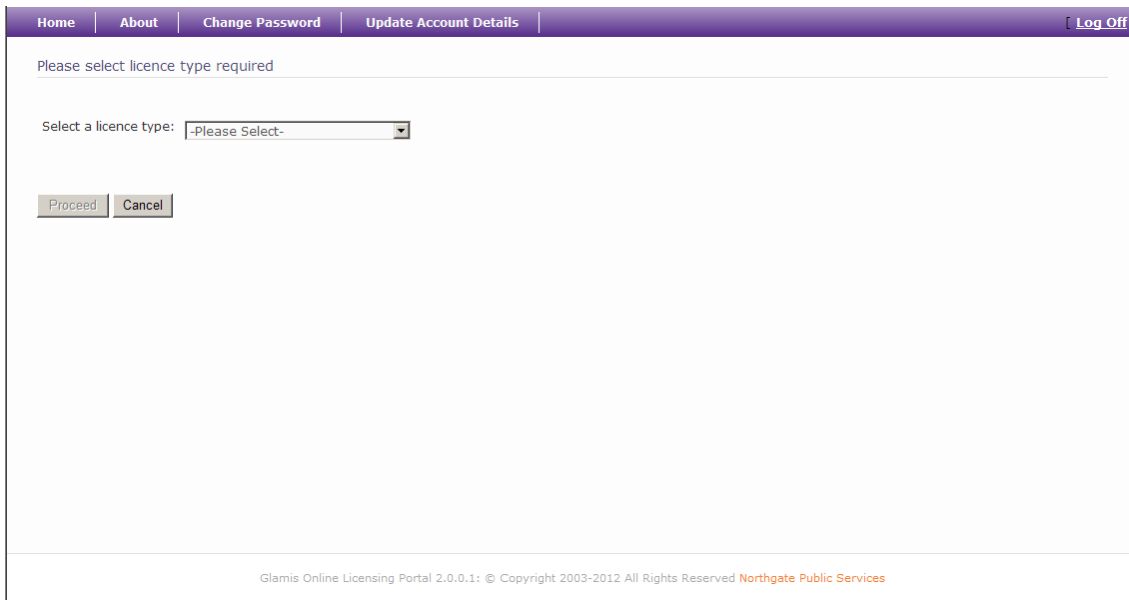
Licence Type	Last Updated	Fee Paid	Actions
You have no saved applications			

Submitted Applications

Reference	Licence Type	Submitted	Actions
10048	Personal Licence [New]	14/05/2012 10:04	View Status

[Return to top](#)

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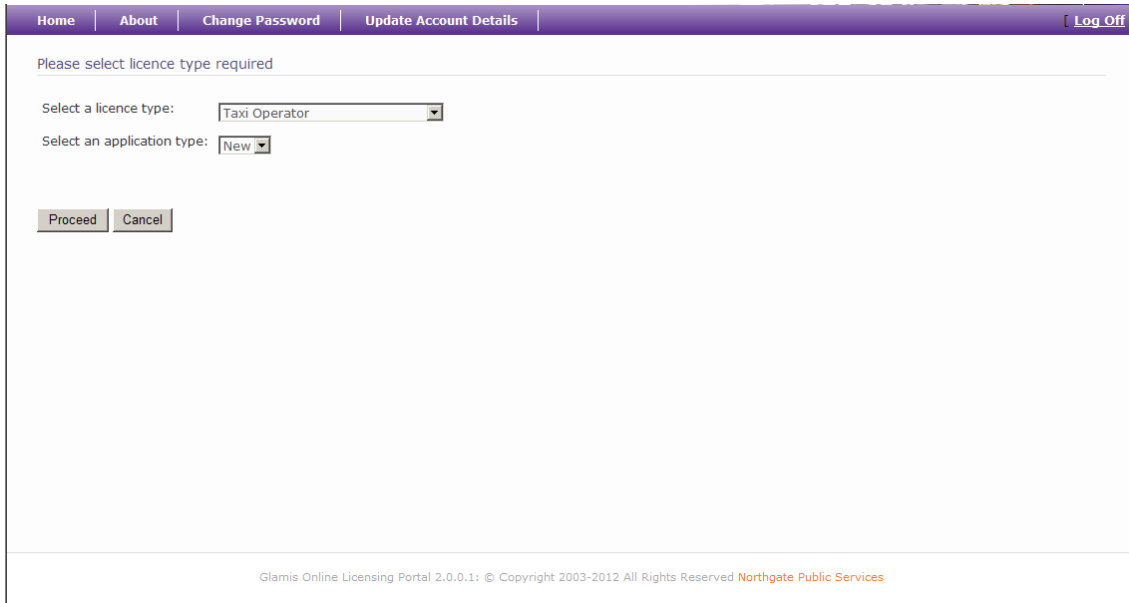
Home | About | Change Password | Update Account Details | [Log Off](#)

Please select licence type required

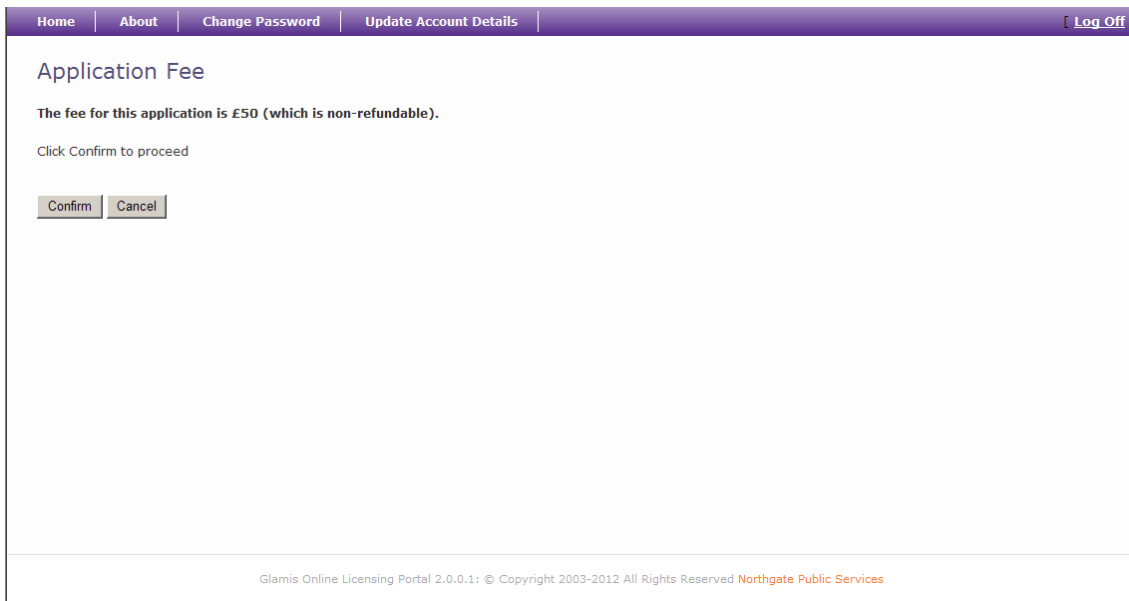
Select a licence type:

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- Select the Licence type from the drop down list. In this case, it will be "Taxi Operator" or "Private Hire Operator"



- Select the application type from the drop down menu. In this example, it will be “New”.
- Click on **Proceed**. If there is an application fee attached to this type of licence, the fee for this will be displayed.



- Click on **Confirm**. The application form will now be shown

Home | About | Change Password | Update Account Details | [\[Log Off \]](#)

Application Type: Taxi Operator [New]

Note [*] indicates a mandatory field.

Licence Details

Applicant Type	Individual		
Holder and Stuff [*]	Neave (Licence Holder)	Edit	
	Add		
Vehicle [*]	Add		

[Save & Quit](#) [Exit](#) [Next Page](#)

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- To amend the applicant details, click on 'Edit' next to the 'Licence Holder' field:

Holder and Stuff [*] Neave (Licence Holder) [Edit](#)
[Add](#)

This will open the person form:

Home | About | Change Password | Update Account Details | [\[Log Off \]](#)

Application Type: Taxi Operator [New]

Note [*] indicates a mandatory field.

Individual

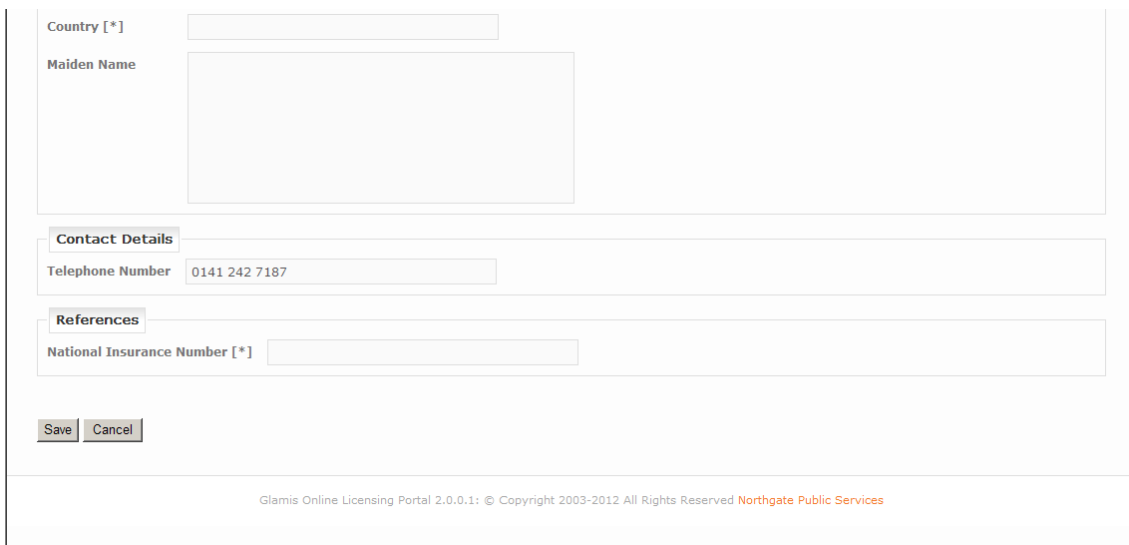
Role	Licence Holder		
Category [*]	Individual		

Individual / Company Details

Surname[*]	Neave		
First Name(s) [*]	Steven		
Date of Birth [*]	6/4/1976		
Place of Birth [*]			

Address Details

Number/Street [*]	1 Test Street		
Address 2			
Town	Test Town		
Postcode [*]	TS12 3ST		



Country [*]

Maiden Name

Contact Details

Telephone Number

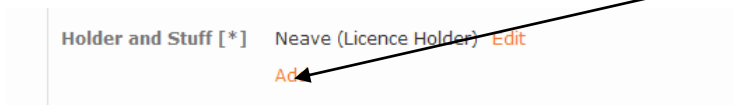
References

National Insurance Number [*]

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Complete the details on the Applicant Details form as required and click to return to the main application form.

- To add another associated individual to the premises form, click on 'Add' link in the 'Person' section:

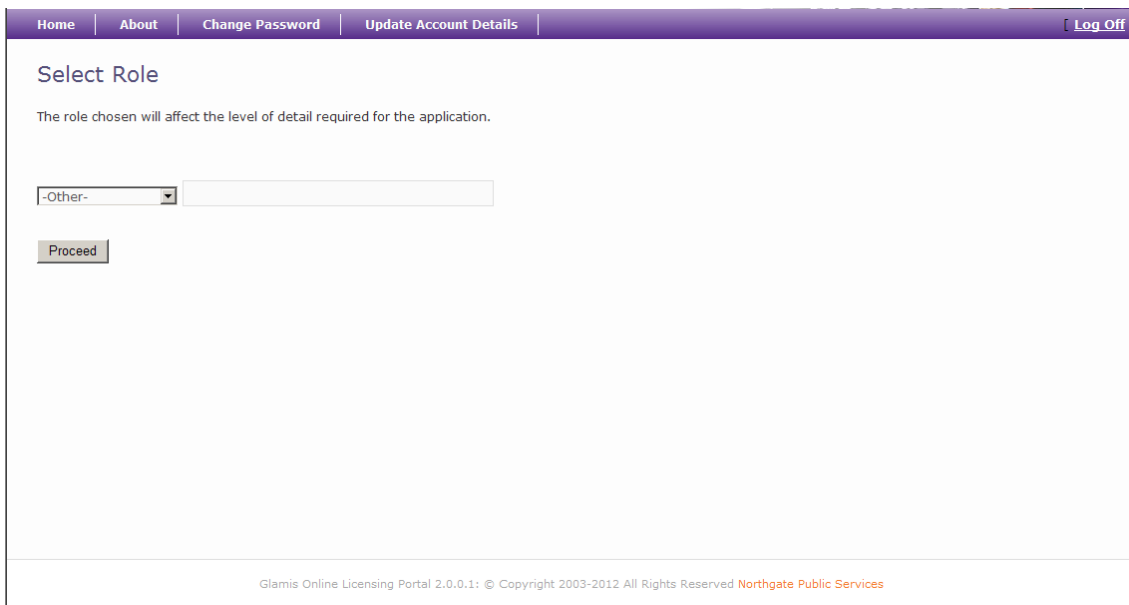


Holder and Stuff [*]

Neave (Licence Holder)	Edit
------------------------	----------------------

[Add](#)

This will open up a blank person form:



Home | About | Change Password | Update Account Details | [Log Off](#)

Select Role

The role chosen will affect the level of detail required for the application.

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Select a role from the drop down list and click on

Home | About | Change Password | Update Account Details | [Log Off](#)

Application Type: Taxi Operator [New]

Note [*] indicates a mandatory field.

Individual

Role

Category [*]

Individual / Company Details

Surname[*]

First Name(s) [*]

Date of Birth [*]

Address Details

Number/Street [*]

Address 2

Town

Postcode [*]

Completed the form as required, click on [Save](#) and you will be returned to the main application form. Note, to add multiple persons to the application then please repeat this process.

- You should now complete the relevant details for the vehicle to be associated with the licence by clicking on 'Add' next to 'Vehicle' field:

Licence Details

Applicant Type

Holder and Stuff [*] Neave (Licence Holder) [Edit](#)

[Add](#)

Vehicle [*] [Add](#)

This will open up the vehicle form.

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [\[Log Off \]](#)

Application Type: Taxi Operator [New]

Note [*] indicates a mandatory field.

Vehicle

Registration Number [*]	
Date of Registration [*]	
Make [*]	
Model [*]	
Type of Fuel	PETROL
Engine Size [*]	
Colour [*]	
Chassis number [*]	
Number of Passengers [*]	
Number of Doors [*]	
Address of premises where vehicle is to be kept [*]	

If the vehicle has any sponsored advertisement on it please give details of this.

Insurance

Name of Insurance Provider and Policy Number [*]	
Date insurance policy is effective from [*]	
Date insurance policy expires [*]	

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- Once the relevant fields have been completed, click on . You will now be returned to the main application form.
- Click on to go to the Requirements form. Note, the requirement form will differ for each application type.

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [\[Log Off \]](#)

Application Type: Taxi Operator [New]

Note [*] indicates a mandatory field.

Requirements

If you do not operate the vehicle yourself, state: (a) Full Name; and	
(b) Full address of the person or persons who will manage the operation of the vehicle. (This information is utilised for administrative purposes only)	
Area in which you will operate i.e. North (Wards 1-6) or South (Wards 7-9)	

[Save & Quit](#) | [Exit](#) | [Previous Page](#) | [Submit Application](#)

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- You are now ready to submit the application. Please turn to [section 6](#) for instructions as to how to do that.

Entering an application for a renewal Taxi/Private Hire Operators licence

- When a full Taxi or Private Hire Car Operators licence has been granted, the 'Existing Licences' section of the main screen of GLAMIS Online will present a drop down list containing a selection of actions relating to the licence:

Existing Licences						
Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
EA/TD 54	Taxi Driver	Current	26/01/2010	30/05/2012		-Please Select Required Action-
EA/PHC 8	Private Hire Operator	Current	15/12/2009	30/05/2012		-Please Select Required Action-
EA/PHC 11	Private Hire Operator	Current		30/05/2012		-Please Select Required Action- Renew Review

- In this case, we will be selecting 'Renew' as the action. If there is an application fee attached to this type of licence, the fee for this will be displayed.

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [Log Off](#)

Application Fee

The fee for this application is £50 (which is non-refundable).

Click Confirm to proceed

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- Click on . The application form will now be shown

[Home](#)
[About](#)
[Change Password](#)
[Update Account Details](#)
[Log Off](#)

Application Type: Private Hire Operator [Renewal] For EA/PHC 8

Note [*] indicates a mandatory field.

Licence Details

Applicant Type	INDIVIDUAL		
Holder and Stuff [*]	Boyd (Licence Holder)	Edit	
	Add		
Vehicle [*]	RJ54 NHD	Edit	Delete

[Save & Quit](#)
[Exit](#)
[Next Page](#)

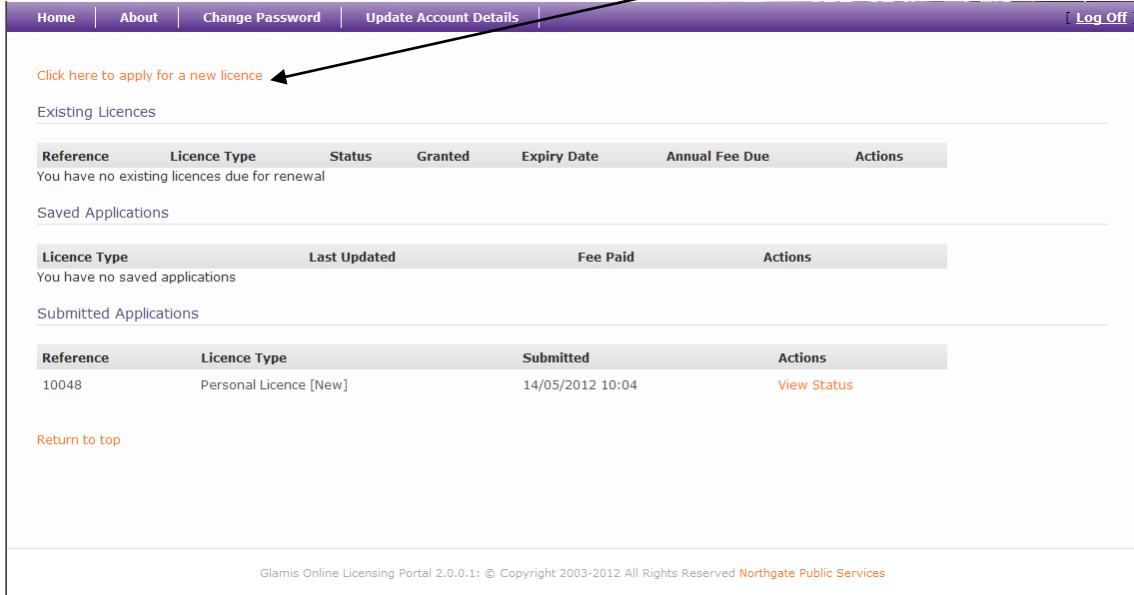
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All of the details on this page will be populated with the information from the full Taxi/Private Hire Operators Licence.

- If you wish to vary the details attached to this licence, please follow the steps in [Entering an application for a new Taxi/Private Hire Operators licence](#).
- If the details are the same, you are now ready to submit the application. Please turn to [section 6](#) for instructions as to how to do that.

Entering an application for a Taxi/Private Hire Drivers licence

- On your GLAMIS Online Homepage, select 'Click here to apply for a new licence'



Home | About | Change Password | Update Account Details | [Log Off]

[Click here to apply for a new licence](#)

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
You have no existing licences due for renewal						

Saved Applications

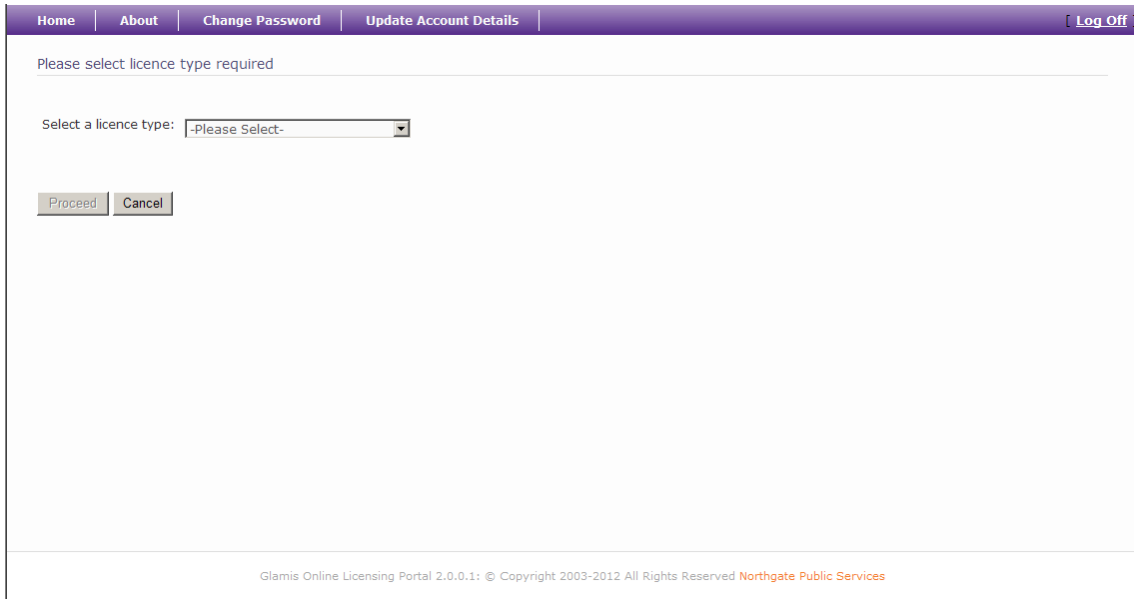
Licence Type	Last Updated	Fee Paid	Actions
You have no saved applications			

Submitted Applications

Reference	Licence Type	Submitted	Actions
10048	Personal Licence [New]	14/05/2012 10:04	View Status

[Return to top](#)

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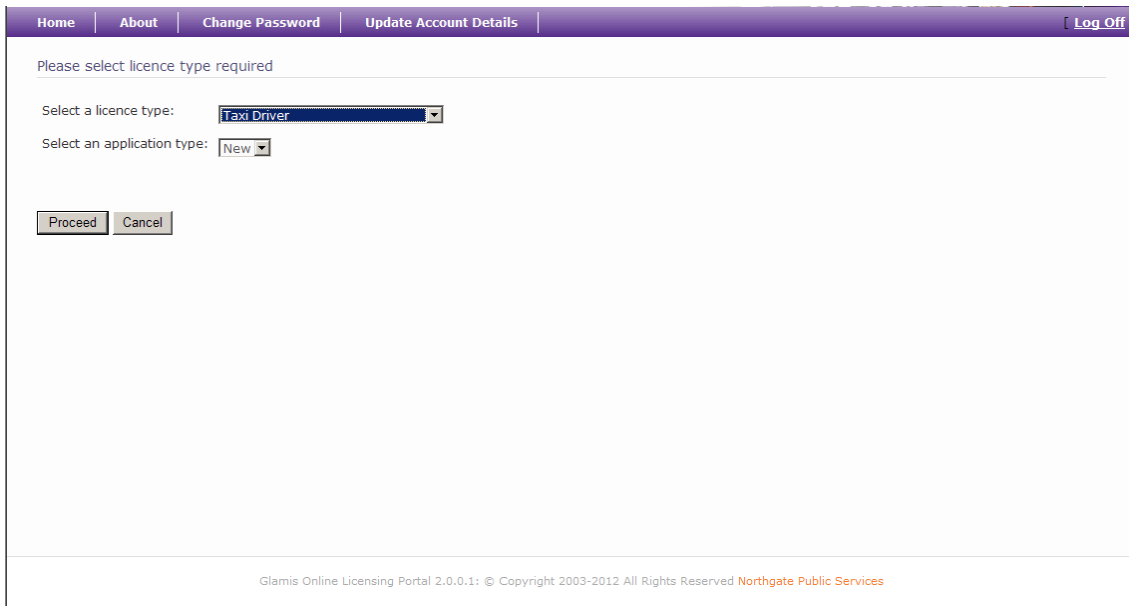
Home | About | Change Password | Update Account Details | [Log Off]

Please select licence type required

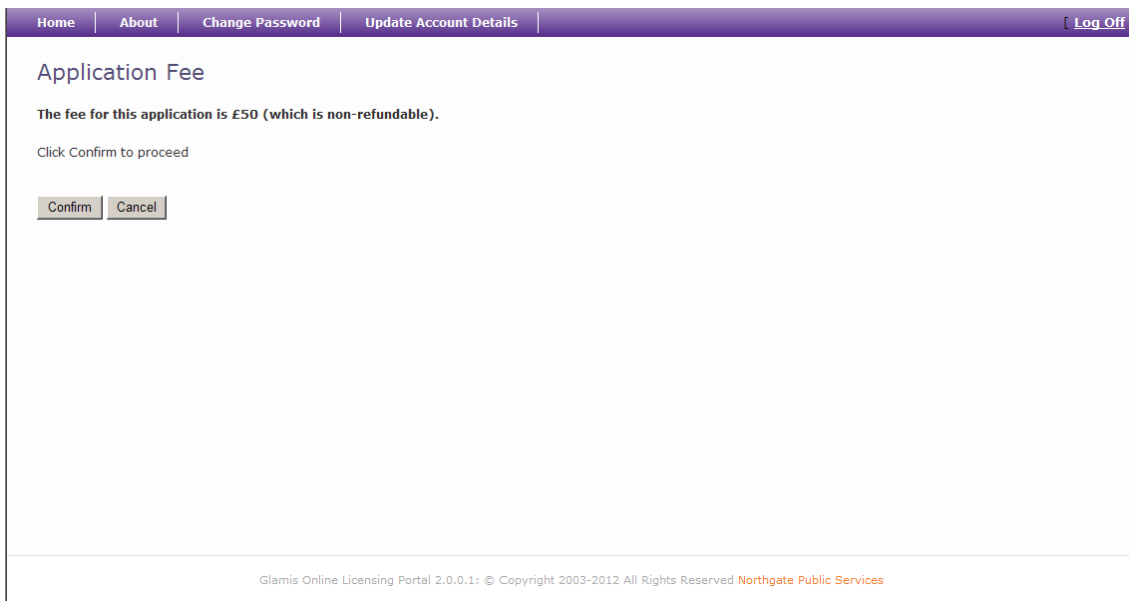
Select a licence type:

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- Select the Licence type from the drop down list. In this case, it will be "Taxi Driver" or "Private Hire Driver"



- Select the application type from the drop down menu. In this example, it will be “New”.
- Click on **Proceed**. If there is an application fee attached to this type of licence, the fee for this will be displayed.



- Click on **Confirm**. The application form will now be shown

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Taxi Driver [New]

Note [*] indicates a mandatory field.

Licence Details

Applicant Type	Individual		
Holder [*]	Neave (Licence Holder)	Edit	
	Add		

Save & Quit | Exit | Next Page

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- To amend the applicant details, click on 'Edit' next to the 'Licence Holder' field:

Licence Details

Applicant Type	Individual		
Holder [*]	Neave (Licence Holder)	Edit	
	Add		

This will open the person form:

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Taxi Driver [New]

Note [*] indicates a mandatory field.

Individual

Role	Licence Holder		
------	----------------	--	--

Individual / Company Details

Maiden Name			
Surname [*]	Neave		
First Name(s) [*]	Steven		
Date of Birth [*]	6/4/1976		
Place of Birth [*]			

Address Details

Number/Street [*]	1 Test Street		
Address 2			
Town	Test Town		

Postcode [*]	TS12 3ST
Country [*]	
Contact Details	
Contact Telephone Number [*]	0141 242 7187
Email Address	sneave@123.com
References	
National Insurance Number [*]	
Save Cancel	
Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services	

Complete the details on the Applicant Details form as required and click to return to the main application form.

- To add another associated individual to the premises form, click on 'Add' link in the 'Person' section:

Licence Details	
Applicant Type	Individual
Holder [*]	Neave (Licence Holder) Edit
	Add

This will open up a blank person form:

Home About Change Password Update Account Details Log Off
Select Role The role chosen will affect the level of detail required for the application. -Other- Proceed
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Select a role from the drop down list and click on

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Taxi Driver [New]

Note [*] indicates a mandatory field.

Individual

Role Partner

Individual / Company Details

Surname [*]

First Name(s) [*]

Date of Birth [*]

Address Details

Number/Street [*]

Address 2

Town

Postcode [*]

Save Cancel

Completed the form as required, click on **Save** and you will be returned to the main application form. Note, to add multiple persons to the application then please repeat this process.

- Click on **Next Page** to go to the Requirements form. Note, the requirements form will differ for each application type.

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Taxi Driver [New]

Note [*] indicates a mandatory field.

Requirements

Have you held during any continuous period of 12 months prior to the date of this application, a full drive's licence issued under the Road Traffic Act 1988, section 87(1)? [*] Yes ☐ No ☐

Name and address of the operator whose vehicle you drive [*]

Have you passed you 'Knowledge Test' in the past 4 years? [*] Yes ☐ No ☐ N/A ☐

If so state nature:

Area in which you will drive NORTH (WARDS 1-6)

What modifications does your vehicle have?

WHEELCHAIR ACCESSIBILITY
CHILD SEAT
EXTENDED WHEELBASE
INTERCOM SYSTEM

Save & Quit Exit Previous Page Submit Application

-
- You are now ready to submit the application. Please turn to [section 6](#) for instructions as to how to do that.

Entering an application for a renewal Taxi/Private Hire Drivers licence

- When a full Taxi or Private Hire Car Drivers licence has been granted, the 'Existing Licences' section of the main screen of GLAMIS Online will present a drop down list containing a selection of actions relating to the licence:

Existing Licences						
Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
EA/TD 54	Taxi Driver	Current	26/01/2010	30/05/2012		-Please Select Required Action-
EA/PHC 8	Private Hire Operator	Current	15/12/2009	30/05/2012		-Please Select Required Action- Renew Review

- In this case, we will be selecting 'Renew' as the action. If there is an application fee attached to this type of licence, the fee for this will be displayed.

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [Log Off](#)

Application Fee

The fee for this application is £50 (which is non-refundable).

Click Confirm to proceed

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- Click on . The application form will now be shown

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [Log Off](#)

Application Type: Taxi Driver [Renewal] For EA/TD 54

Note [*] indicates a mandatory field.

Licence Details

Applicant Type:

Holder [*]: Boyd (Licence Holder) [Edit](#)

[Add](#)

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All of the details on this page will be populated with the information from the full Taxi/Private Hire Drivers Licence.

- If you wish to vary the details attached to this licence, please follow the steps in [Entering an application for a new Taxi/Private Hire Operators licence](#).
- If the details are the same, you are now ready to submit your application. Please turn to [section 6](#) for instructions as to how to do that.

Entering a substitution application for a Taxi/Private Hire Operators licence

- When a full Taxi or Private Hire Car Operators licence has been granted, the 'Existing Licences' section of the main screen of GLAMIS Online will present a drop down list under 'Actions' containing a selection of application types relating to the licence:

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
EA/T 33	Taxi Operator	Current	18/04/2000	30/05/2012		-Please Select Required Action- -Please Select Required Action- Substitution Review

Saved Applications

- In this case, we will be selecting 'Substitution' as the action. If there is an application fee attached to this type of licence, the fee for this will be displayed.

Home | About | Change Password | Update Account Details | [Log Off](#)

Application Fee

The fee for this application is £50 (which is non-refundable).

Click Confirm to proceed

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- Click on . The application form will now be shown

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Taxi Operator [Substitution] For EA/T 33

Note [*] indicates a mandatory field.

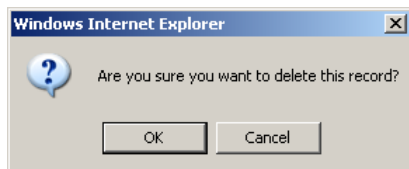
Licence Details

Applicant Type	INDIVIDUAL
Holder and Stuff [*]	Haswell (Licence Holder) Edit Add
Vehicle [*]	KL 07 DXY Edit Delete

[Save & Quit](#) [Exit](#) [Next Page](#)

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- To add the new vehicle record to the substitution application, you must first delete the current vehicle record by clicking on 'Delete' beside the 'Vehicle' field



Click on OK to this message.

- To add another vehicle to the application click on 'Add' next to 'Vehicle' field:

Licence Details

Applicant Type	INDIVIDUAL
Holder and Stuff [*]	Haswell (Licence Holder) Edit Add
Vehicle [*]	Add

This will open up the vehicle form.

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [Log Off](#)

Application Type: Taxi Operator [Substitution] For EA/T 33

Note [*] indicates a mandatory field.

Vehicle

Registration Number [*]	
Date of Registration [*]	
Make [*]	
Model [*]	
Type of Fuel	PETROL
Engine Size [*]	
Colour [*]	
Chassis number [*]	
Number of Passengers [*]	
Number of Doors [*]	
Address of premises where vehicle is to be kept [*]	

If the vehicle has any sponsored advertisement on it please give details of this.

Insurance

Name of Insurance Provider and Policy Number [*]	
Date insurance policy is effective from [*]	
Date insurance policy expires [*]	

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- Complete the relevant fields (fields marked with [*] are mandatory) and click on . You will now be returned to the main application form.
- Click on to go to the Requirements form. Note, the requirements form will differ for each application type.

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [Log Off](#)

Application Type: Taxi Operator [Substitution] For EA/T 33

Note [*] indicates a mandatory field.

Requirements

If you do not operate the vehicle yourself, state:
(a) Full Name; and

(b) Full address of the person or persons who will manage the operation of the vehicle. (This information is utilised for administrative purposes only)

Area in which you will operate
i.e. North (Wards 1-6) or
South (Wards 7-9)

Save & Quit

Exit

Previous Page

Submit Application

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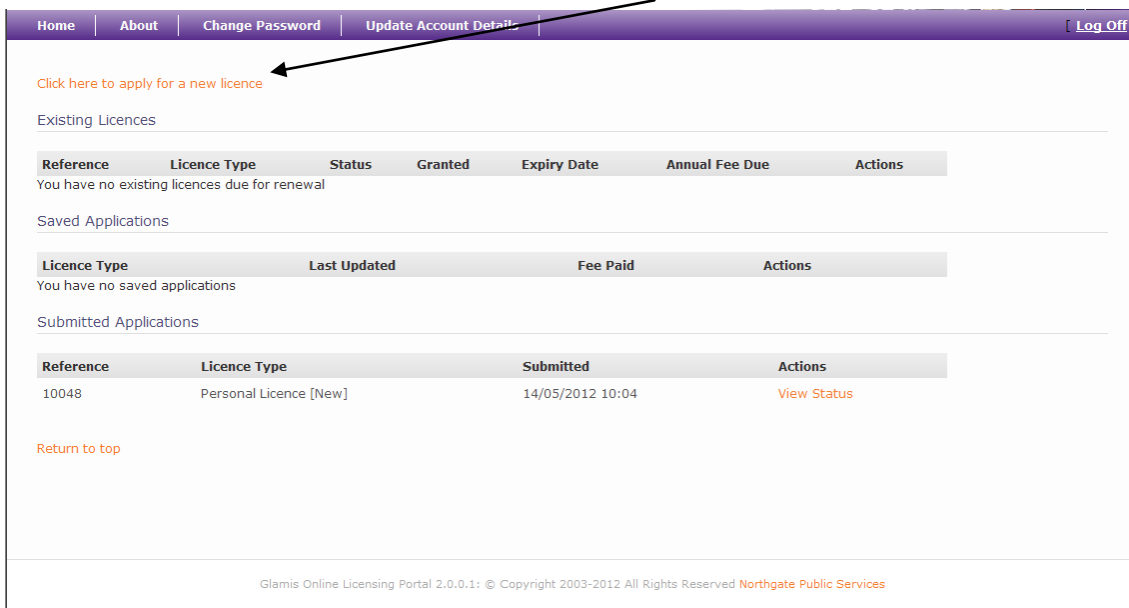
- You are now ready to submit the application. Please turn to [section 6](#) for instructions as to how to do that.

5 Entering Miscellaneous Licence Applications

Entering an application for a licence which requires the addition of a premises

This section will explain the principles for submitting a licence application which requires the addition of a premises. Note, not all application types requires premises to be added.

- On your GLAMIS Online Homepage, select 'Click here to apply for a new licence'



Home | About | Change Password | Update Account Details | [Log Off](#)

[Click here to apply for a new licence](#)

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
You have no existing licences due for renewal						

Saved Applications

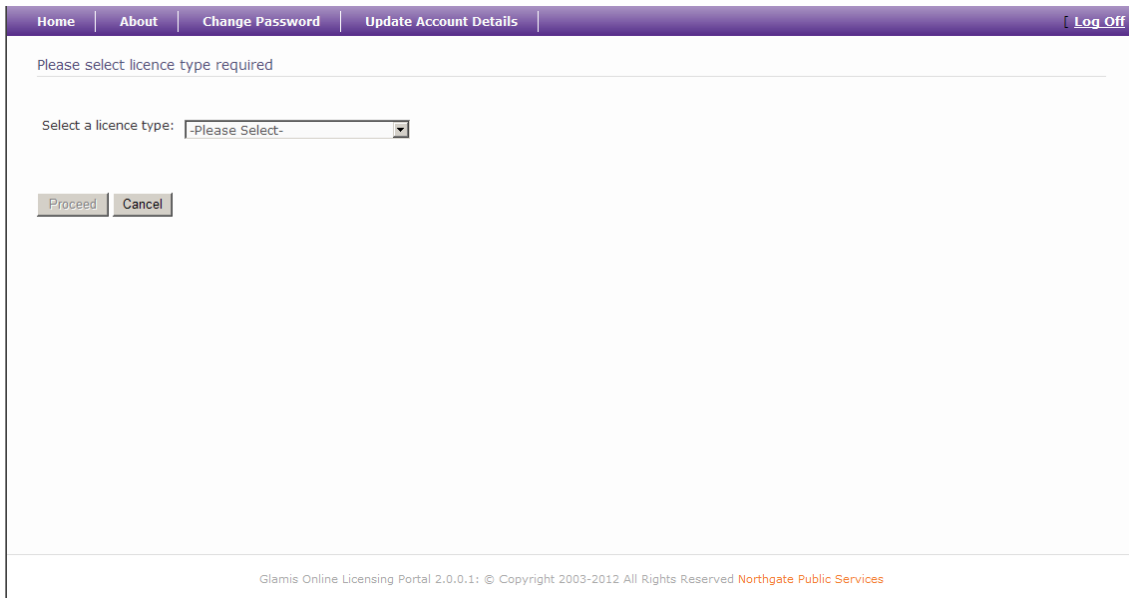
Licence Type	Last Updated	Fee Paid	Actions
You have no saved applications			

Submitted Applications

Reference	Licence Type	Submitted	Actions
10048	Personal Licence [New]	14/05/2012 10:04	View Status

[Return to top](#)

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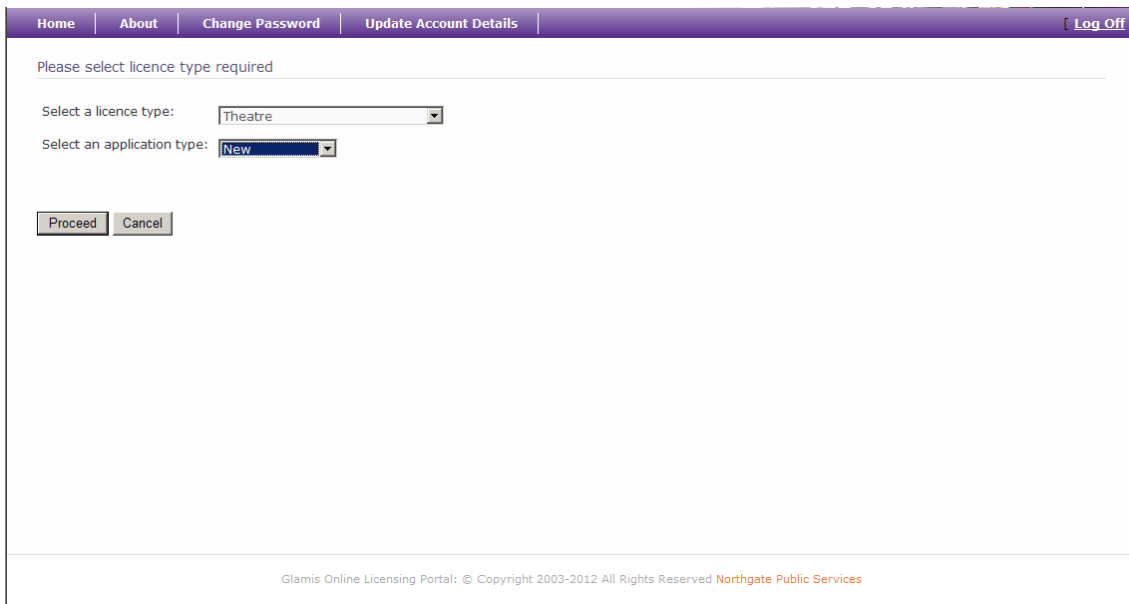
Home | About | Change Password | Update Account Details | [Log Off](#)

Please select licence type required

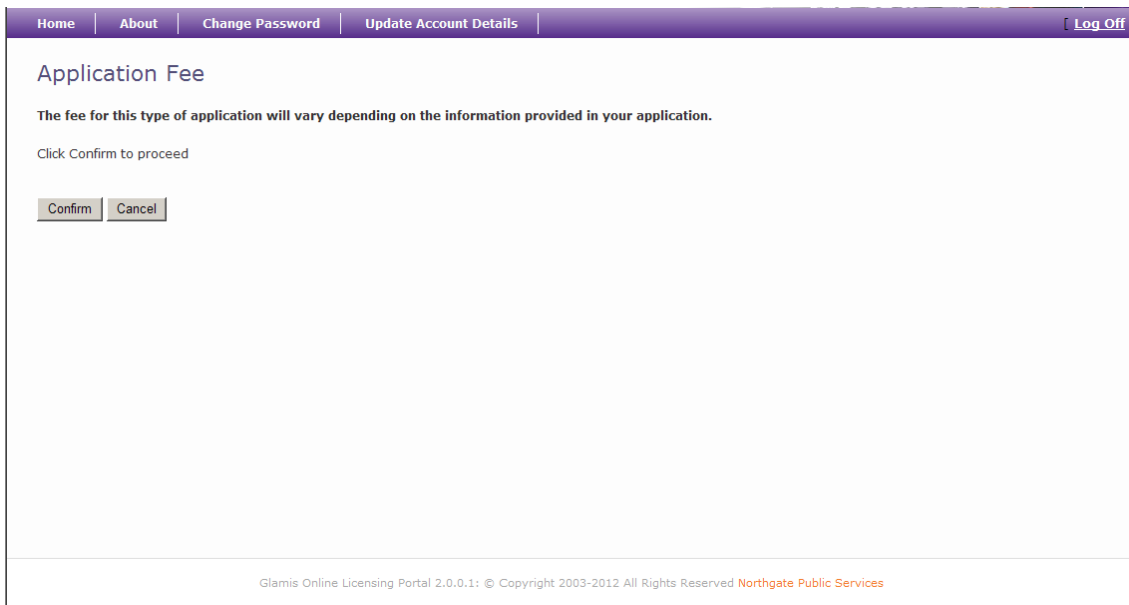
Select a licence type:

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- Select the Licence type from the drop down list. In this example, it will be "Theatre"



- Select the application type from the drop down menu. In this example, it will be “New”.
- Click on **Proceed**. If there is an application fee attached to this type of licence, the fee for this will be displayed.



- Click on **Confirm**. The application form will now be shown

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Theatre [New]

Note [*] indicates a mandatory field.

Licence

Type of Applicant: Individual

Applicant Details [*] Neave (Licence Holder) [Edit](#)
[Add](#)

Premises details, [*] [Add](#)

[Save & Quit](#) [Exit](#) [Next Page](#)

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- To add premises to the application form, click on 'Add' next to 'Premises details' field:

Licence

Type of Applicant: Individual

Applicant Details [*] Neave (Licence Holder) [Edit](#)
[Add](#)

Premises details, [*] [Add](#)

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Theatre [New]

Note [*] indicates a mandatory field.

Premises

Trading name of premises, [*]

Address line 1 [*]

Address line 2

City/Town [*]

Postcode [*]

Description of premises, [*]

Premises Telephone Number [*]

[Save](#) [Cancel](#)

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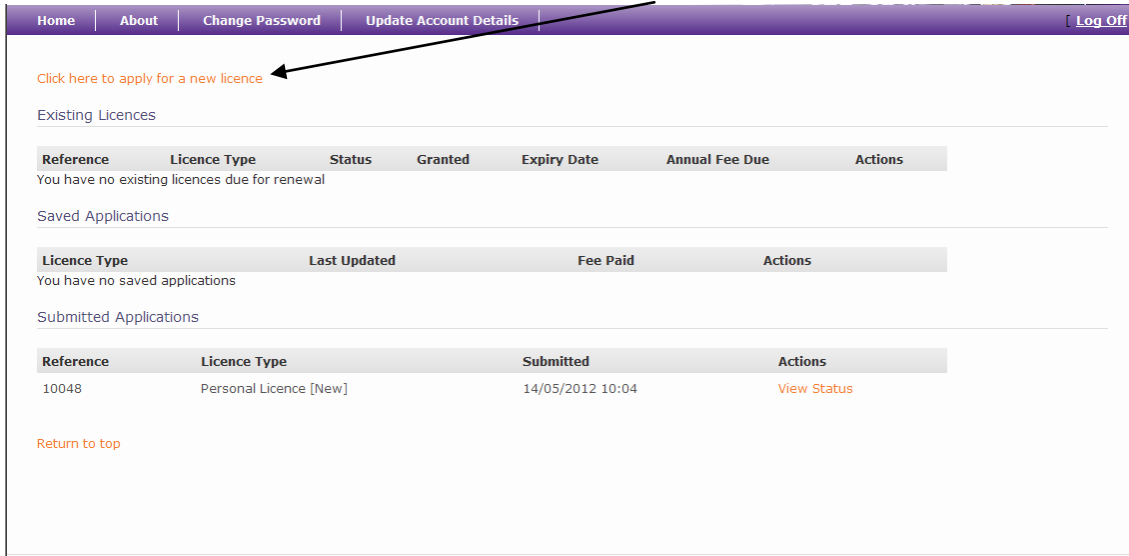
- Once opened, you will be presented with the form for entering the details for the premises.
- Once the relevant fields have been completed, click on [Save](#) to return to the main application form.

-
- Complete the rest of the application form as required and submit as normal.

Entering an application for a licence which requires the addition of a vehicle

This section will explain the principles for submitting a licence application which requires the addition of a vehicle. Note, not all application types requires vehicles to be added. See [section 4](#) for details for taxi and private hire applications.

- On your GLAMIS Online Homepage, select 'Click here to apply for a new licence'



The screenshot shows the GLAMIS Online Licensing Portal homepage. The navigation bar includes links for Home, About, Change Password, Update Account Details, and Log Off. The main content area has a link 'Click here to apply for a new licence' highlighted with an arrow. Below this are sections for Existing Licences, Saved Applications, and Submitted Applications. The Submitted Applications section shows a table with one entry: Reference 10048, Licence Type Personal Licence [New], Submitted 14/05/2012 10:04, and a View Status link. A 'Return to top' link is at the bottom of the main content area. The footer contains the text 'Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services'.

Home | About | Change Password | Update Account Details | [Log Off]

[Click here to apply for a new licence](#)

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
You have no existing licences due for renewal						

Saved Applications

Licence Type	Last Updated	Fee Paid	Actions
You have no saved applications			

Submitted Applications

Reference	Licence Type	Submitted	Actions
10048	Personal Licence [New]	14/05/2012 10:04	View Status

[Return to top](#)

Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services

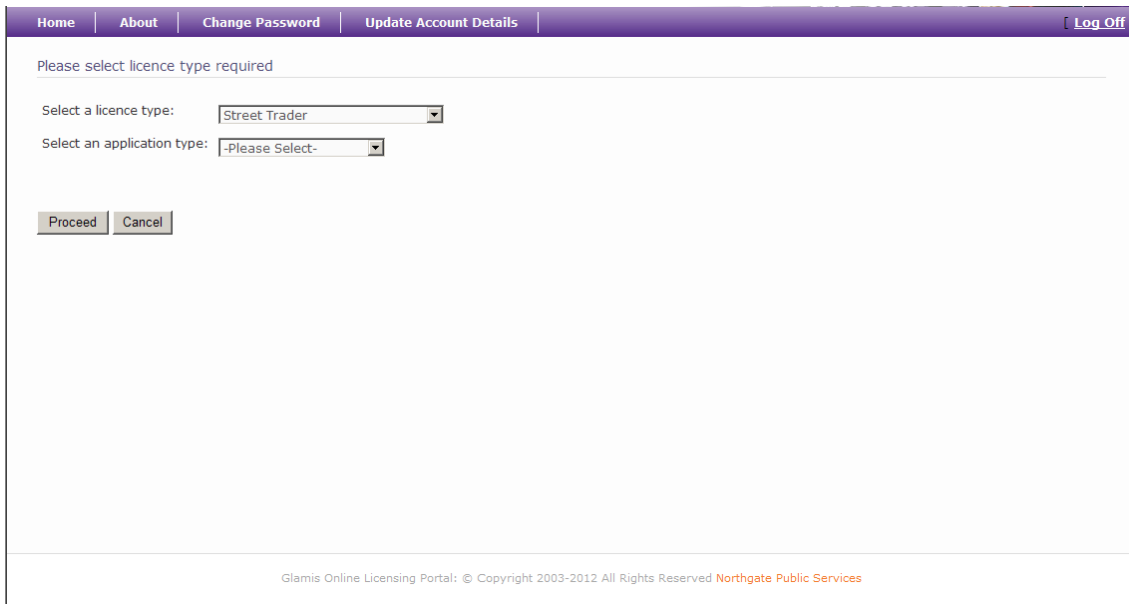
Home | About | Change Password | Update Account Details | [Log Off]

Please select licence type required

Select a licence type:

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- Select the Licence type from the drop down list. In this example, it will be "Street Trader"



Home | About | Change Password | Update Account Details | [Log Off]

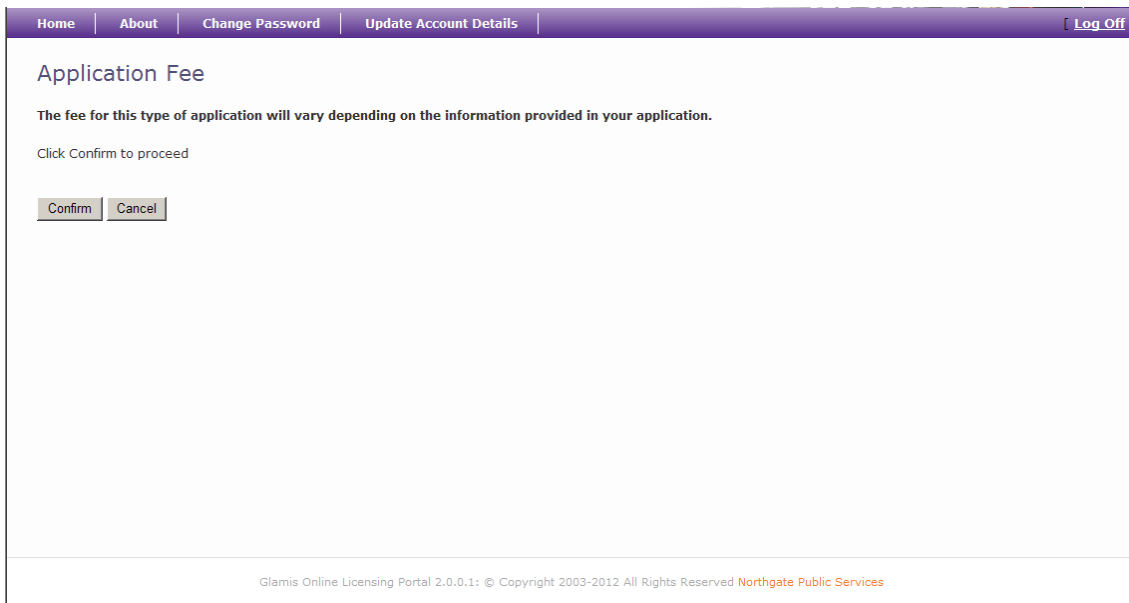
Please select licence type required

Select a licence type:

Select an application type:

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- Select the application type from the drop down menu.
- Click on . If there is an application fee attached to this type of licence, the fee for this will be displayed.



Home | About | Change Password | Update Account Details | [Log Off]

Application Fee

The fee for this type of application will vary depending on the information provided in your application.

Click Confirm to proceed

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- Click on . The application form will now be shown

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Street Trader [New (Individual)]

Note [*] indicates a mandatory field.

Licence

Type of Applicant	Individual
Details of applicant, employee or agent engaged to carry out day-to-day management of the street trading and person, company or firm, employing you to act as a Street Trader. [*]	Neave (Licence Holder) Edit Add

[Save & Quit](#) [Exit](#) [Next Page](#)

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- Amend licence holder details or add any associated persons as normal.
- Click on [Next Page](#) and answer and requirement questions. Note, for each licence type the requirement questions will differ.
- Click on [Next Page](#) to enter the vehicle addition page:

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Street Trader [New (Individual)]

Note [*] indicates a mandatory field.

Vehicle

State type and Registration Number of Vehicle or describe and give dimensions of structure, kiosk, moveable stall or receptacle to be used in connection with Street Trading. [*]	Add
---	---------------------

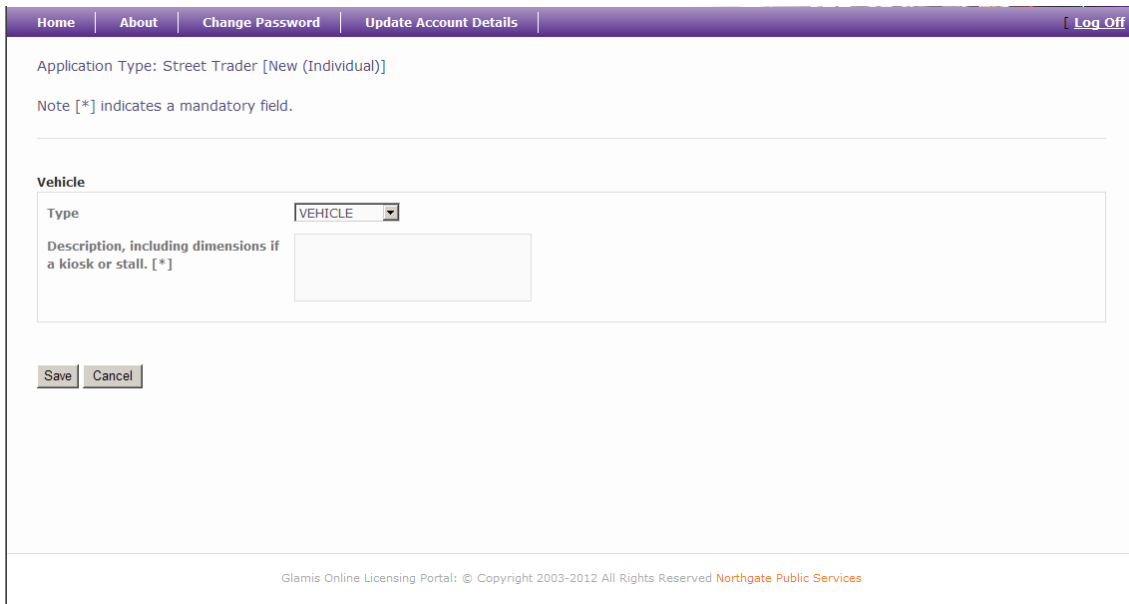
[Save & Quit](#) [Exit](#) [Previous Page](#) [Submit Application](#)

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- To add a vehicle, click on 'Add'

Vehicle

State type and Registration Number of Vehicle or describe and give dimensions of structure, kiosk, moveable stall or receptacle to be used in connection with Street Trading. [*]	Add
---	---------------------



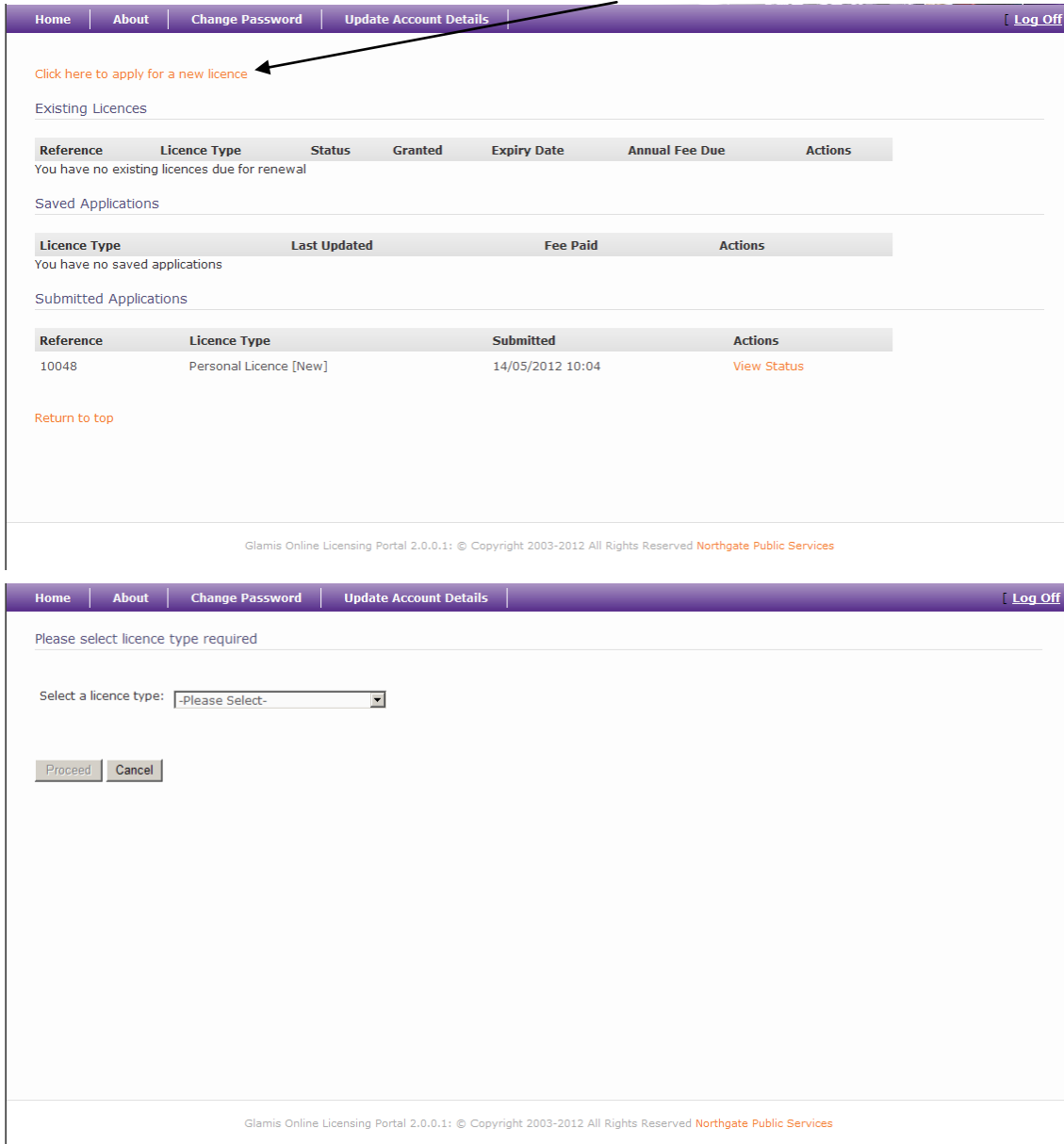
The screenshot shows a web application interface for vehicle licensing. At the top is a purple navigation bar with links: Home, About, Change Password, Update Account Details, and a Log Off button. Below the navigation bar, the page title is 'Application Type: Street Trader [New (Individual)]'. A note states: 'Note [*] indicates a mandatory field.' The main form area is titled 'Vehicle' and contains two fields: 'Type' with a dropdown menu showing 'VEHICLE', and 'Description, including dimensions if a kiosk or stall. [*]' with a text input area. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page reads: 'Glamis Online Licensing Portal: © Copyright 2003-2012 All Rights Reserved Northgate Public Services'.

- Select the 'Type' of vehicle by selecting from the drop down list.
- Complete the remaining fields as required.
- Once the relevant fields have been completed, click on **Save** to return to the main application form.
- Complete the rest of the application form as required and submit as normal.

Entering an application for a licence which requires the submission of documents

This section will explain the principles for submitting a licence application which requires the user to supply prerequisite information that is not part of the actual application form, i.e. birth certificates, passport photos, etc. Note, not all application types will require this.

- On your GLAMIS Online Homepage, select 'Click here to apply for a new licence'



The screenshot shows the GLAMIS Online Licensing Portal interface. At the top, there is a navigation bar with links: Home, About, Change Password, Update Account Details, and Log Off. Below the navigation bar, there is a link "Click here to apply for a new licence" with an arrow pointing to it. The main content area is divided into three sections: Existing Licences, Saved Applications, and Submitted Applications. Each section has a table header and a message indicating no data is present. At the bottom, there is a footer with the text "Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services".

Existing Licences

Reference	Licence Type	Status	Granted	Expiry Date	Annual Fee Due	Actions
You have no existing licences due for renewal						

Saved Applications

Licence Type	Last Updated	Fee Paid	Actions
You have no saved applications			

Submitted Applications

Reference	Licence Type	Submitted	Actions
10048	Personal Licence [New]	14/05/2012 10:04	View Status

[Return to top](#)

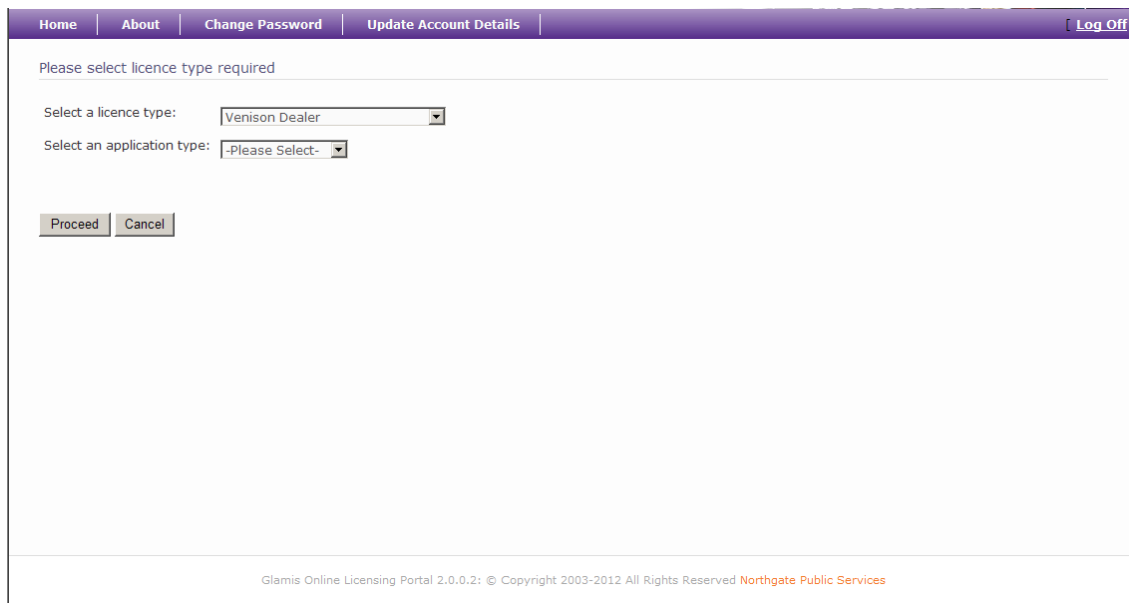
Glamis Online Licensing Portal 2.0.0.1: © Copyright 2003-2012 All Rights Reserved Northgate Public Services

Please select licence type required

Select a licence type:

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- Select the Licence type from the drop down list. In this example, it will be "Venison Dealer"



Home | About | Change Password | Update Account Details | [Log Off]

Please select licence type required

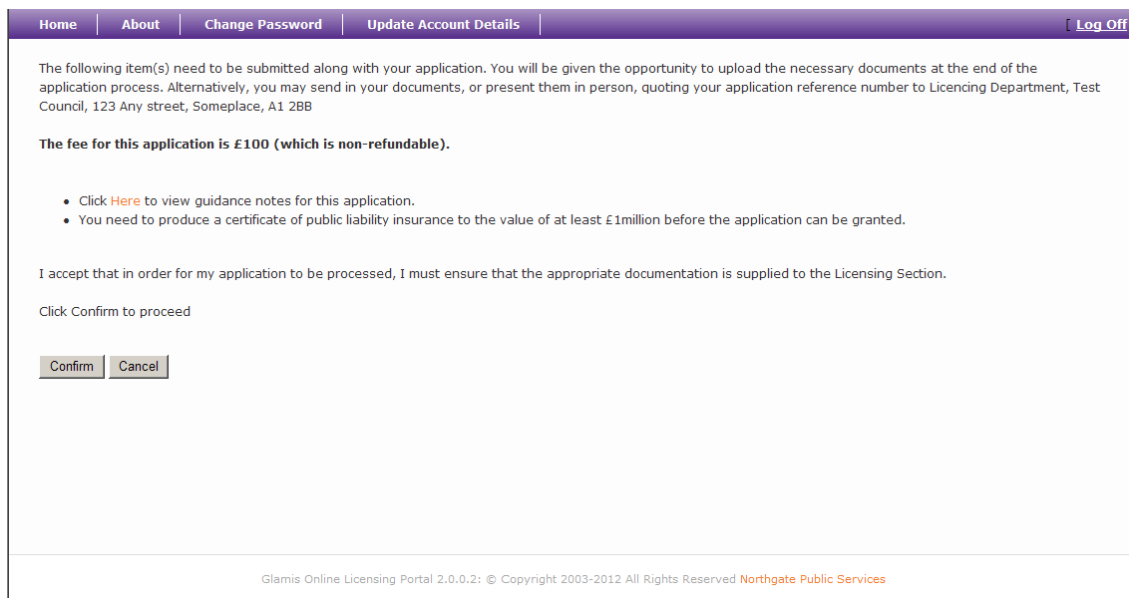
Select a licence type: Venison Dealer

Select an application type: Please Select-

Proceed Cancel

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- Select the application type from the drop down menu. In this example, it will be “New (Individual)”.
- Click on **Proceed**. If there is an application fee attached to this type of licence, the fee for this will be displayed. The screen will also inform the user at this stage if any prerequisite documents are required for this type of application.



Home | About | Change Password | Update Account Details | [Log Off]

The following item(s) need to be submitted along with your application. You will be given the opportunity to upload the necessary documents at the end of the application process. Alternatively, you may send in your documents, or present them in person, quoting your application reference number to Licensing Department, Test Council, 123 Any street, Someplace, A1 2BB

The fee for this application is £100 (which is non-refundable).

- Click [Here](#) to view guidance notes for this application.
- You need to produce a certificate of public liability insurance to the value of at least £1million before the application can be granted.

I accept that in order for my application to be processed, I must ensure that the appropriate documentation is supplied to the Licensing Section.

Click Confirm to proceed

Confirm Cancel

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- Click on **Confirm**. The application form will now be shown

Home | About | Change Password | Update Account Details | [Log Off]

Application Type: Venison Dealer [New (Individual)]

Note [*] indicates a mandatory field.

Licence

Type of Applicant	Individual
Details of applicant and the person responsible for the day to day management of the business if is not the applicant. [*]	Neave (Licence Holder) Edit Add
Premises Details [*]	Add

[Save & Quit](#) [Exit](#) [Next Page](#)

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- Complete the application form as required and click on [Submit Application](#). You will now be presented with a screen that will allow you to upload any prerequisite documents as required.

Home | About | Change Password | Update Account Details | [Log Off]

Here you can upload the necessary documents to support your application. If you don't have the documents in a format you can upload then please send them, or present them in person, to Licensing Department, Test Council, 123 Any street, Someplace, A1 2BB

The maximum file size is 250 Kb. The following file types are allowed: .bmp,.jpg,.jpeg,.gif,.png,.pdf

- You need to produce a certificate of public liability insurance to the value of at least £1million before the application can be granted.

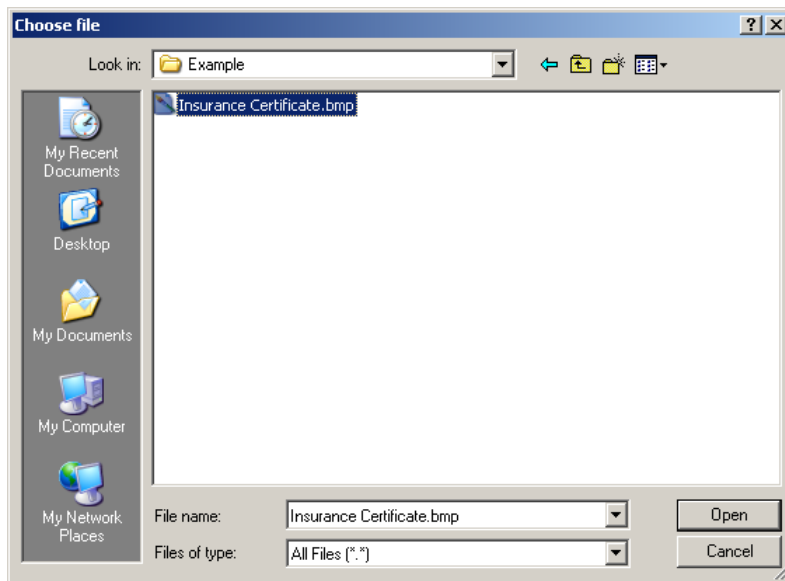
[Browse...](#)

I accept that in order for my application to be processed, I must ensure that the appropriate documentation is supplied to the Licensing Section.

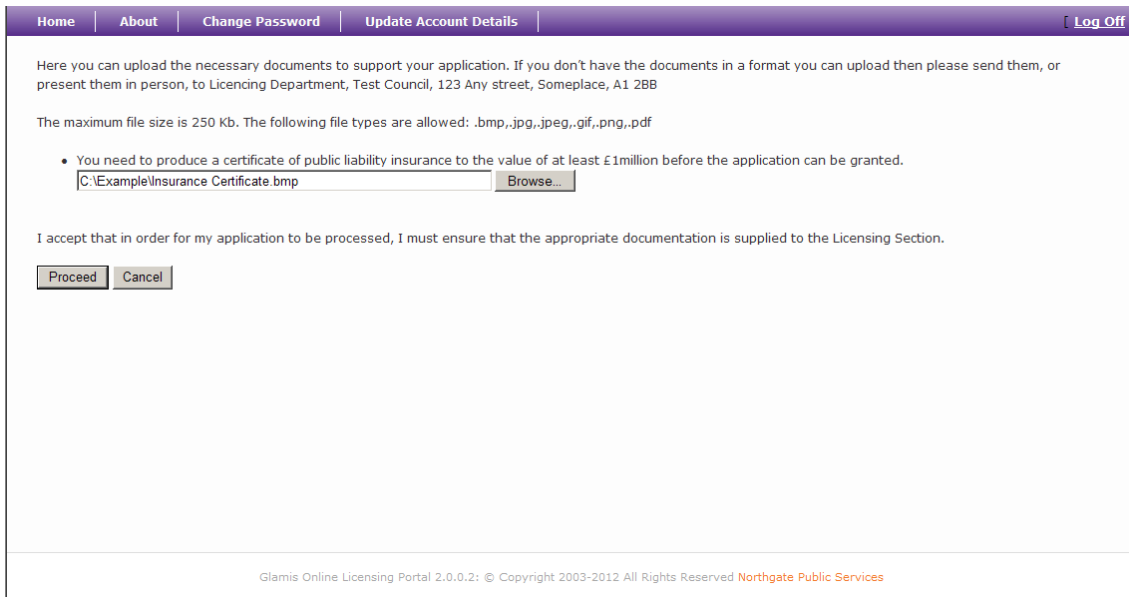
[Proceed](#) [Cancel](#)

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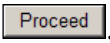
- To upload a document click on [Browse...](#)



- Select the appropriate file to be uploaded and click on OPEN:



Note, only document types of those mentioned can be uploaded. Attempting to upload alternative document types will result in an error message being displayed.

- Click on .

Home | About | Change Password | Update Account Details | [Log Off](#)

The following documents have been uploaded.

You need to produce a certificate of public liability insurance to the value of at least £1million before the application can be granted. **Insurance%20Certificate.bmp**

Click Amend if you wish to go back and upload alternative documents or upload any missing documents. Otherwise click Proceed to continue with the application process.

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- Click on to confirm, and submit the rest of the application as normal.

6 GLAMIS Online - Submitting Applications

- Once you have completed your application form, the following options will be presented:



If you click on **Exit** then the application record will be deleted.

If you click on **Save & Quit** then you will be returned to the GLAMIS Online home screen where your application will now be saved.

Saved Applications				
Licence Type	Last Updated	Fee Paid	Actions	
Personal Licence [New]	14/05/2012 09:37	No	Edit	Delete

Note, saved applications have not yet been submitted to the system.

You are able to view & edit your saved applications by click on 'Edit', and can delete the application by clicking on 'Delete'.

If you click on **Submit Application** then you will be submitting your application. You may be prompted to check that the information you have provided is correct:

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [Log Off](#)

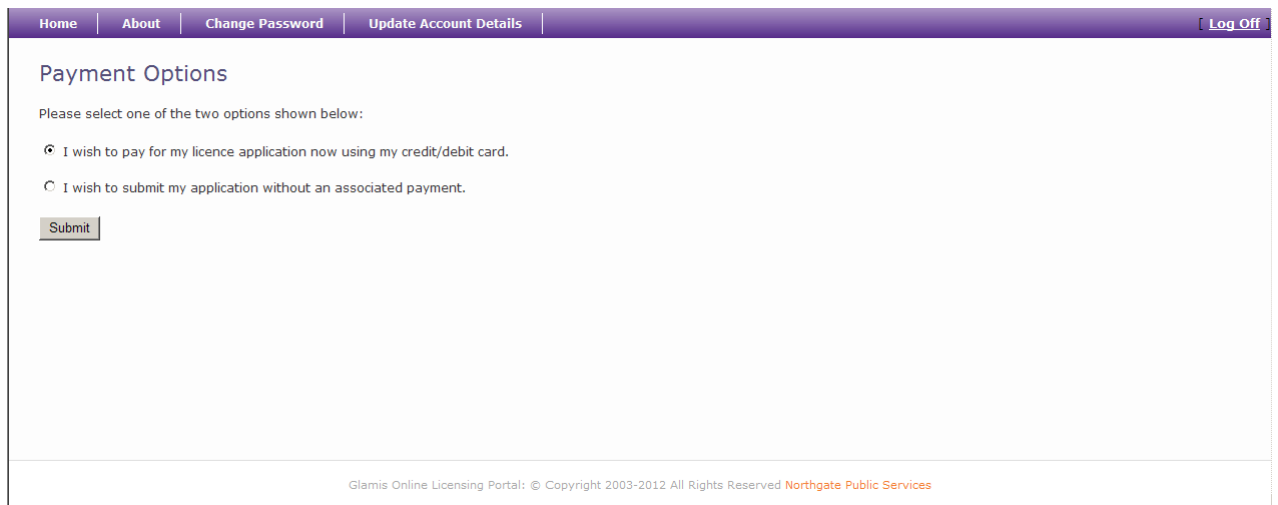
I confirm that the particulars I have given are true, complete and correct to the best of my knowledge.

☐ Please check this box to confirm

Confirm

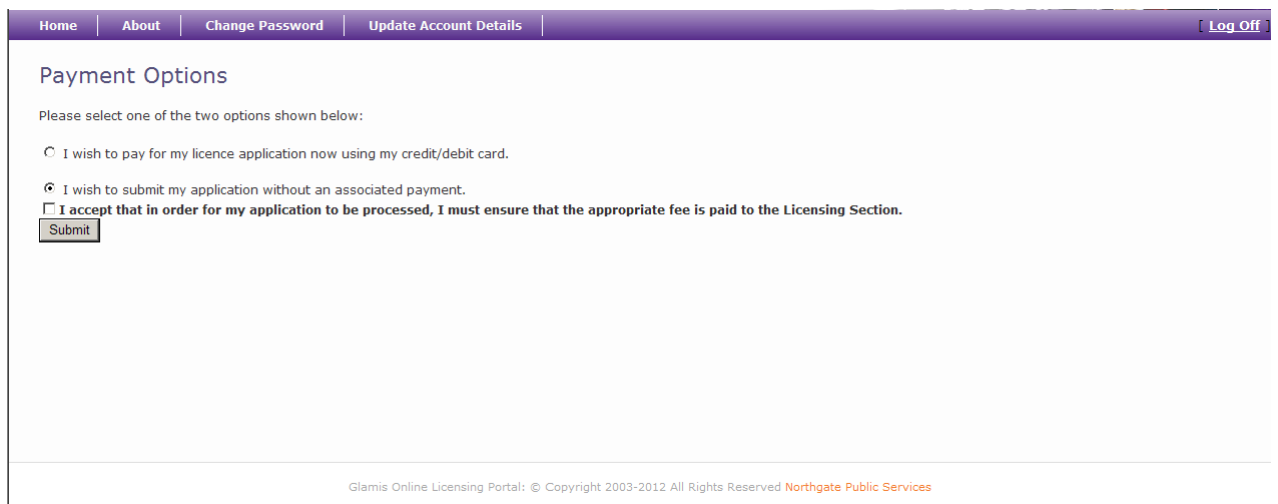
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You will then be prompted to select a payment option:



If you select the first option then you will be able to immediately pay for your application. You should enter your card details as requested by the system. Note you may be navigated to a different Council webpage in order to complete this and when you have, will be returned to a Glamis confirmation page. If taken to a different payment webpage, please the use any final link/button provided in that other webpage to return to Glamis before ending your web session (this will prevent delays in processing your payment).

If you select the second option then you will need to check a declaration prior to submitting the application:



Once the declaration has been checked and you have clicked on , the application will be submitted to the Local Authority.

[Home](#) | [About](#) | [Change Password](#) | [Update Account Details](#) | [Log Off](#)

Application Submission Successful

Your application has been successfully submitted to the Licensing Section.
Your application reference is: 10048

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7 GLAMIS Online - Quick Reference Sheet

This is a reference sheet to give an overview on entering applications through the GLAMIS Online website.

- Any field which contain an asterisk is mandatory and must be filled out
- Any field which does not contain an asterisk is optional and does not need to be completed.
- Any field which requires a date to be entered should be completed by entering the date in DD/MM/YYYY format, or by selecting from a calendar using the calendar icon.
- Any 'Add' link will allow users to add information (a premises record, vehicle record, conviction record, etc) to an application.
- Any 'Edit' link will allow users to edit information already stored against an application.
- Any 'Delete' link will allow users to delete information from the GLAMIS Online system.
- Any 'View' link will allow users to view information from the GLAMIS Online system.

Let's talk

With Northgate you get cost-effective innovation from public service experts. We help you increase efficiency and provide excellent service. Let's meet and discuss it.

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About Northgate Public Services

Teamwork, transformation, results. These three words summarise what you get from Northgate. Most of all, results.

Northgate is a public services and utilities specialist that operates within strategic client partnerships to make change work for you. We help you transform your business processes, streamline the customer experience and reduce overhead.

Northgate clients achieve lower costs, less paperwork, better performance and more joined-up working. Northgate partners 80% of UK local authorities and every UK police force, as well as a host of other public service organisations.

Our technology processes over £12bn of revenues and benefits, drives the electoral administration systems for 18 million people, manages over three million local authority and housing association properties worldwide, enforces nearly 4m penalty notices every year, and screens 600,000 babies for hearing problems. The company was founded in 1969 and employs over 6,000 people.

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